



Mountain Rides Transportation Authority Regular Board Meeting Agenda

12:00 noon, Wednesday, September 18, 2013

Place:

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

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

1. 12:00pm: Call meeting to order

2. Public Hearing:

Comments on the MRTA FY2014 Operating and Capital Budgets

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.2-6) | Approval of FY2014 MRTA Operating and Capital Budgets |
| b. Action item: (p.7-12) | Approval of FY2014 MRTA Capital Improvement Plan |
| c. Action item: (p.13-15) | Approval of FY2014 MRTA employee compensation chart and guidelines |
| d. Action item: (p.16-22) | Approval of MRTA By-law amendments |
| e. Action item: (p.23) | Approval of FY2014 funding partners' contract for services agreements |
| f. Action item: (p.24-39) | Approval of RFP 0913-1 for design and engineering services for Ketchum Transportation Hub |
| g. Action item: (p.40-41) | Approval of 2nd Revision of FY2013 Facilities Fund to reflect additional funds from KURA |
| h. Discussion item:(p.42-55) | Review draft FY2014 MRTA transportation service plan |
| i. Discussion item:(p.56-58) | Update on released and upcoming RFPs and RFQs under \$25,000 |
| j. Discussion item:(p.59-64) | Update to Procurement Policy 101 regarding limits of board approval for solicitations |
| k. Discussion item:(p.65-69) | Review critical path documents for important projects and draft master calendar |

6. Committee Reports (p.70)

- a. Planning and Marketing Committee report from Chair Steve Wolper
 - i. Committee members approve minutes for September

7. Staff reports

- a. Dashboard performance reports for July 2013 (p.71-73)
- b. Operations report (p.74)
- c. Maintenance report (p.75-76)
- d. Marketing and Outreach report (p.77)
- e. Business Manager report (p.78)
- f. Executive Director report (p.79)

8. Consent Calendar items

- | | |
|------------------------------|---------------------------------|
| a. Approve minutes(p.80-84) | August 29 regular board meeting |
| b. Receive & File financials | (p.85-90) July 2013 |

9. Adjournment

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

Mountain Rides Agenda Item Summary

Date:

09/18/2013

From:

Wendy Crosby

Subject:

5a. Approval of FY2014 MRTA Operating and Capital Budgets

Committee Review:

☒ yes

☐ no

Committee

Finance & Performance

Purview:

Previously
discussed at board
level:

☒ yes

☐ no

Proposed Action:

Approve

Fiscal Impact:

FY2014

Related Policy or
Procedural Impact:

FY2014 Budget

Background:

Drafts of the FY2014 budget have been before both the F & P Committee and the full board. Local Partner contributions have, for the most part, been confirmed and the final FY2014 budget reflects these amounts.

Mountain Rides Transportation Authority
Consolidated FY2014 Final Budget: ALL FUNDS SUMMARY

	Adopted Budget for FY'13	Budget for FY'14
Revenue		
Operations Fund	2,405,088.00	2,385,968.00
Capital Equipment Fund	175,869.00	600,810.00
Capital Equipment Reserve Carryover from FY13	172,369.00	234,738.00
Capital Equipment use of reserves	0.00	-66,000.00
Work Force Housing Fund	31,150.00	30,225.00
Work Force Housing Reserve Carryover from FY13	25,000.00	25,000.00
Work Force Housing use of reserves	0.00	0.00
Facilities Fund	136,733.00	1,428,500.00
Facilities Reserve Carryover from FY 13	13,152.00	94,885.00
Facilities Fund use of reserves	0.00	-33,535.00
Contingency Fund	60,050.00	90,255.00
Contingency Fund use of reserves	0.00	-40,205.00
Contingency Reserve Carryover from FY13	180,000.00	240,050.00
Total Revenue	3,199,411.00	4,990,691.00
Expense		
Operations Fund	2,405,088.00	2,385,968.00
Capital Equipment Fund	113,500.00	600,810.00
Work Force Housing Fund	31,150.00	30,225.00
Facilities Fund	55,000.00	1,428,500.00
Contingency Fund	0.00	90,255.00
Total Expense	2,604,738.00	4,535,758.00
Gross Revenue	594,673.00	454,933.00
Less Fund Balances held in Reserve		
Capital Equipment Fund Reserve	234,738.00	168,738.00
Work Force Housing Fund Reserve	25,000.00	25,000.00
Facilities Fund Reserve	94,885.00	61,350.00
Contingency Fund Reserve	240,050.00	199,845.00
Total Fund Balances in Reserve	594,673.00	454,933.00
NET REVENUE (Gross Revenue MINUS Funds Held in Reserve)	0.00	0.00

SUMMARY OF TOTAL LOCAL FUNDING REQUESTS*

	FY2012	FY2013	FY2013 Breakout		FY2014	FY2014 Breakout	
			operating	capital		operating	capital
City of Ketchum	522,610.00	522,610.00	445,567.00	77,043.00	\$ 550,000.00	\$ 475,750.00	\$ 74,250.00
City of Sun Valley**	275,000.00	250,000.00	180,340.00	69,660.00	\$ 250,000.00	\$ 216,250.00	\$ 33,750.00
City of Hailey	65,000.00	65,000.00	55,457.00	9,543.00	\$ 68,000.00	\$ 58,820.00	\$ 9,180.00
City of Bellevue	-	0.00	-	-	\$ 1,000.00	\$ 865.00	\$ 135.00
Blaine County	122,000.00	123,500.00	105,385.00	18,115.00	\$ 128,000.00	\$ 110,720.00	\$ 17,280.00
SV CO	170,000.00	175,000.00	149,450.00	25,550.00	\$ 175,000.00	\$ 151,375.00	\$ 23,625.00
TOTALS		1,136,110.00	936,199.00	199,911.00	\$ 1,172,000.00	\$ 1,013,780.00	\$ 158,220.00

*Note - all represent best guess as to final funding amounts

Mountain Rides Transportation Authority
FY2014 OPERATIONS BUDGET

	Adopted Budget for FY2013	Budget for FY2014	% FY2014 vs FY2013	COMMENTS
Income				
41000 - Federal Funding				
41200 - Federal - 5311	760,000.00	789,000.00	3.8%	blend of '13 award and '14 recommendation
41300 - Federal - 5316	150,000.00	0.00	-100.0%	program eliminated
41400 - Federal - 5317	45,000.00	0.00	-100.0%	program eliminated
41500 - Federal - 5310	0.00	77,488.00		5310 now source for Hailey route
Total 41000 - Federal Funding	955,000.00	866,488.00	-9.3%	
42000 - State Funding		0.00		
42100 - State - Safe Routes	15,000.00	8,000.00	-46.7%	less expenses for SR2S
42400 - State - Training	6,500.00	7,500.00	15.4%	
Total 42000 - State Funding	21,500.00	15,500.00	-27.9%	
43000 - Local Funding		0.00		
43100 - Local - Ketchum	445,567.00	475,750.00	6.8%	
43200 - Local - Hailey	55,457.00	58,820.00	6.1%	
43300 - Local - Bellevue	0.00	865.00	100.0%	
43400 - Local - Blaine County	105,385.00	110,720.00	5.1%	
43500 - Local - Sun Valley	180,340.00	216,250.00	19.9%	
43600 - Local - Sun Valley Co./Other Biz	149,450.00	151,375.00	1.3%	
Total 43000 - Local Funding	936,199.00	1,013,780.00	8.3%	
44000 - Fares		0.00		
44100 - Fares - Down Valley Cash	75,000.00	76,000.00	1.3%	
44200 - Fares - Down Valley Passes	125,000.00	130,000.00	4.0%	
44300 - Fares - Vanpool	140,000.00	175,000.00	25.0%	Increase w/additional SVCo vans
Total 44000 - Fares	340,000.00	381,200.00	12.1%	
45000 - Revenue		0.00		
45100 - Rev - Advertising	36,000.00	48,000.00	33.3%	increase prices, more volume
45200 - Rev - Business Sponsors	1,500.00	1,000.00	-33.3%	
45500 - Rev - Charter/Special Event	15,000.00	15,000.00	0.0%	
45600 - Rev - Bike Share-Bike Swap	0.00	6,000.00		new revenue source
Total 45000 - Revenue	52,500.00	70,000.00	33.3%	
47000 - Private Donations		0.00		
47100 - Foundations/Other	0.00	500.00		Friends of MR
Total 47000 - Private Donations	0.00	500.00		
48000 - Transfer from Housing Fund	18,000.00	20,000.00	11.1%	
49000 - Interest Income	500.00	500.00	0.0%	
49500 - Diesel Tax Refunds	17,000.00	18,000.00	5.9%	
50000 - Excess Operating Funds	64,389.00	0.00	-100.0%	
Total Income	2,405,088.00	2,385,968.00	-0.8%	
Expenses				
Total 51000 - Payroll Expenses	1,491,700.00	1,499,968.00	0.6%	represents overall 9% serv reduct w/incr in costs & staffing
Total 52000 - Insurance Expense	93,000.00	103,000.00	10.8%	
Total 53000 - Professional Fees	35,800.00	40,000.00	11.7%	
Total 54000 - Equipment/Tools	10,500.00	7,000.00	-33.3%	
Total 55000 - Rent and Utilities	51,000.00	38,500.00	-24.5%	
Total 56000 - Supplies	21,900.00	19,900.00	-9.1%	
Total 57000 - Repairs and Maint.	22,000.00	18,000.00	-18.2%	
Total 58000 - Communications Exp.	22,500.00	15,500.00	-31.1%	
Total 59000 - Travel and Training	13,000.00	16,500.00	26.9%	higher for Jason mgmt training
Total 60000 - Business Expenses	8,600.00	8,600.00	0.0%	
Total 61000 - Advertising	21,500.00	22,000.00	2.3%	
Total 62000 - Mrktg and Promotion	22,000.00	18,000.00	-18.2%	
Total 63000 - Printing and Repr.	15,500.00	12,000.00	-22.6%	
Total 64000 - Fuel Expense	370,088.00	370,000.00	0.0%	less bus service but more vans, slightly higher cost
Total 65000 - Vehicle Maintenance	146,000.00	147,000.00	0.7%	
Total 69500 - Fund Expense-Conting	60,000.00	50,000.00	-16.7%	return closer to historical level
Total Expense	2,405,088.00	2,385,968.00		
	0.00	0.00		

**FY2014 Capital Equipment Fund
and Contingency Fund**

CAPITAL EQUIPMENT FUND

	FY2013 ADOPTED			
	Budget	Oct 1, 2012 - Sep 30, 2013	FY2014 Budget	Comments
<hr/>				
Income				
<hr/>				
41100 - Federal - 5309 Funding	0.00	304,000.00	Older \$ for 1 bus	
41102 - Federal - 5339-vans	0.00	87,000.00	80/20 funding for 3 new vans and some refurb	
41104 - Federal - 2012 State of Good Repair	20,000.00	20,000.00		
41108 - Federal - EPA grant, city of Hailey	0.00	8,000.00	bike share	
42300 - Statewide Rideshare: Vans	6,000.00	0.00		
42301 - Fares - Vanpool	35,000.00	35,000.00		
48000 - Transfer from CapEquip Fund Balance	0.00	66,000.00		
43000 - Local (see breakdown)	111,919.00	79,110.00		
49000 - Interest Earned	250.00	200.00		
49900 - Misc Income- Asset Disposal	2,700.00	1,500.00		
	<hr/>			
Total Income	175,869.00	600,810.00		
<hr/>				
Expense				
<hr/>				
68100 - Vans	60,000.00	70,310.00	3 vanpool vans	
68200 - Buses-mid and heavy duty	0.00	390,000.00	1 Gillig 35' bus	
68300 - Buses-refurb	0.00	95,000.00	rebuild 1-2 low floor Gilligs	
68400 - Bike Share Program	11,000.00	8,000.00		
68500 - Technology	25,000.00	25,000.00	Asset management software	
68600- Fuel path study	7,500.00	7,500.00	To study fuel alternatives	
54000 - Shop Equipment	10,000.00	5,000.00	sv move in	
	<hr/>			
Total Expense	113,500.00	600,810.00		
	<hr/>			
	62,369.00	0.00		
<hr/>				
Fund Balance				
<hr/>				
Starting Fund Balance on 10/1	\$	172,369.00	\$	234,738.00
Transfer to Income (use of fund balance)	\$	-	\$	(66,000.00)
Net Income for FY	\$	62,369.00	\$	-
	<hr/>			
Ending Fund Balance on 9/30		234,738.00		168,738.00
	<hr/>			

CONTINGENCY FUND

	FY2013 Adopted Budget Oct 1, 2012 - Sep 30, 2013	FY2014 Budget	Comments
Income			
47000 · Use of Reserve cash	0.00	40,205.00	
48000 · Transfer from Ops Fund	60,000.00	50,000.00	from ops fund
49000 · Interest Earned	50.00	50.00	
Total Income	60,050.00	90,255.00	
Expense			
none	0.00	0.00	
transfer to Facilities Fund	0.00	90,255.00	
Total Expense	0.00	90,255.00	
Net Income	60,050.00	0.00	
Fund Balance			
Starting Fund Balance on 10/1	180,000.00	240,050.00	
Tranfer to Income (use of fund balance)	0.00	-40,205.00	
Net Income for FY	60,050.00	0.00	
Ending Fund Balance on 9/30	240,050.00	199,845.00	

**FY2014 Facilities Fund
and Work Force Housing Fund**

FACILITIES FUND

	FY2013 Adopted Budget Oct 1, 2012 - Sep 30, 2013	FY2014 Budget	Comments
Income			
41104 - Federal Funding - Stimulus	9,641.00	0.00	remainder funds for east fork
41106 - Federal Funding - 5309: Facility	0.00	0.00	purchase south valley facility
41106 - Federal Funding - 5309: Facility	0.00	800,000.00	construct new bays for s. valley, imprvmnts
41105 - Federal Funding - 5309: Bus Livability	0.00	0.00	East Fork
41106 - Federal Funding - 5309: Bus Livability	0.00	312,000.00	Hub with building included
42000 - State Funding - ADA Curb Ramp	28,000.00	13,500.00	
43000 - Local Funding (see breakdown)	0.00	79,110.00	50 % of local capital contribution
43100 - Local-Ketchum	0.00	100,000.00	KURA for hub
47000 - Use of Reserve cash		33,535.00	
48000 - Transfers	98,992.00	90,255.00	from Contingency Fund to balance to zero
49000 - Interest Earned	100.00	100.00	
Total Income	136,733.00	1,428,500.00	
Expense			
66100 - Construction- East Fork Shelters	13,000.00	0.00	
66100 - Construction- East Fork curb, sdwlk, path	35,000.00	13,500.00	curb ramps at intersection
66200 - South Facility Acquisition	0.00	25,000.00	purchase south valley facility
66200 - South Facility Construct-Improve	0.00	850,000.00	
66300 - South Facility Design/Plan	0.00	90,000.00	
66400 - South Facility Move in	0.00	5,000.00	move-in costs
66500 - Ketchum Facility Upgrades	7,000.00	5,000.00	boiler/heater
66000 Ketchum Transpo Hub	0.00	440,000.00	site dev plans, construct, signage/lighting, bldg
Total Expense	55,000.00	1,428,500.00	
	81,733.00	0.00	
Fund Balance			
Starting Fund Balance on 10/1	13,152.00	94,885.00	
Transfer to Income (use of fund balance)		-33,535.00	
Net Income for FY	81,733.00	0.00	
Ending Fund Balance on 9/30	94,885.00	61,350.00	

WORK FORCE HOUSING FUND

	Adopted Budget Oct 1, 2012 - Sep 30, 2013	FY2014 Budget	Comments
Income			
45350 - Apartment Rent	29,500.00	29,500.00	
45400 - Laundry Revenue	600.00	675.00	
45325 - Rental Deposits	1,000.00	0.00	
49000 - Interest Earned	50.00	50.00	
Total Income	31,150.00	30,225.00	
Expense			
WFH Operating Expenses			
55200 - Utilities	6,500.00	4,500.00	running lower
57200 - Building Repair and Maintena	3,650.00	3,000.00	
51000 - WFH Operating Expenses - Ot	500.00	0.00	
Total - WFH Operating Expenses	10,650.00	7,500.00	
57100 - Laundry Equipment Repairs	500.00	225.00	
57400 - Elevator Expenses	2,000.00	2,500.00	
48000 - Transfer out to Operations Account-Admir	18,000.00	20,000.00	
Total Expense	31,150.00	30,225.00	
Net Income	0.00	0.00	
Fund Balance			
Starting Fund Balance on 10/1	25,000.00	25,000.00	
Net Income for FY	0.00	0.00	
Ending Fund Balance on 9/30	25,000.00	25,000.00	

Mountain Rides Agenda Item Summary

Date:

09/18/2013

From:

Jason Miller

Subject:

5b. Approval of FY2014 MRTA Capital Improvement Plan

Committee Review:

☒ yes

☐ no

Committee

Finance & Performance

Purview:

Previously
discussed at board
level:

☒ yes

☐ no

Proposed Action:

Approve

Fiscal Impact:

FY2014 Capital Budgets

Related Policy or
Procedural Impact:

FY2014 Adopted Budgets

Background:

The attached Capital Improvement Plan (CIP) reflects changes from the last board meeting and input for the Finance and Performance committee in developing the plan.

The plan has a few themes for the coming years:

- A focus on refurbishing buses in the short term vs. replacing, due to lack of funding
- Retaining the fuel study to help us figure out how to save \$ on fuel
- Building a south valley facility, as opposed to buying an existing building.



Capital Improvement Plan

FY2014-2018

For Adoption at September 2013 Board Meeting

Purpose

The purpose of this Capital Improvement Plan (CIP) is to provide a strategy, time table and estimated budget for capital needs over the next five years. These capital needs include rolling stock (i.e. buses and vans), street facilities and structures including bus shelters and bike racks, technology implementation, improvements and upkeep to our existing primary facility in Ketchum, development of a downtown transportation hub in Ketchum, and acquiring a new southern transportation facility in Bellevue or Hailey.

This CIP will be adopted annually in September or October at the same time that our full fiscal annual budget is adopted. This CIP is designed to be a working document that is updated regularly and is always adjusted to look at the next immediate five years of capital needs.

Project Categories to be Funded

Mountain Rides must fund many types of capital projects in order to be successful including:

1. **On-street infrastructure and facilities:** Building supporting infrastructure for our transportation service is vital for the success of our system. Better bike and pedestrian facilities in combination with high quality passenger waiting shelters will result in more ridership and better return on investment on the service hours we operate. Over the next five years, we will continue to work to add more bus shelters to our system every year. Some of the critical locations include East Fork, downtown Hailey and downtown Ketchum. With 24 bus shelters in our system, we also need to maintain these facilities over time. A downtown Ketchum transportation hub is also critical to better coordinating our overall transportation system. This facility would allow all of our routes to better interact and facilitate transfers, as well as serve as a simple place for customers to go to figure out how to get anywhere in our system.
2. **Rolling stock:** Mountain Rides operates roughly 650,000 to 750,000 miles per year, which results in the depreciation of 1-2 vehicles per year. Our vehicle mix includes vans, small buses, mid-duty buses, and heavy-duty buses. In order to continue to provide high-quality service that is attractive and comfortable, we must continue to replace and upgrade these vehicles over the coming years. In addition to replacement vehicles, we must also look at expanding our fleet of buses and vans to help us expand our services. With diminishing federal funds for capital replacement, we must look at refurbishing existing vehicles in order to meet all of our needs.

3. **Technology improvements:** In order to continue to grow services and ridership, we must have a strong backbone of technology to support our future. Mountain Rides hopes to implement technology solutions for customer service and management including: automatic tracking of vehicles via GPS, real-time traveler information via signs and web-based technology, automation of passenger counts, electronic fareboxes, back-end fixed route management software, and automated destination signage.
4. **Improvements to Ketchum facility:** Our existing facility that includes bus maintenance, offices, and apartments is in need of maintenance and upkeep over time. New paint, roof repair, new roll-up doors, and general upkeep are needed in order to maintain this asset over time. We are also looking at upgrades that will help reduce energy consumption over time like lighting upgrades and a more efficient furnace (or perhaps one that utilizes a more efficient, clean energy source). Some funding exists to upgrade to much cleaner energy technologies like solar, and Mountain Rides will be evaluating and applying for these grants as possible.
5. **New South Valley facility:** As Mountain Rides expands regionally, especially to the south, it is absolutely necessary to support these services with a new facility in Hailey or Bellevue. This facility is envisioned to include, at a minimum, a bus storage and maintenance facility with office and storage space. An ideal facility might include a park and ride lot, a community room, a bus turn-out and shelter, and possibly community housing units. We continue to look at existing properties; however, these opportunities are limited and we have now started to look more seriously at the county lots in Bellevue that would involve building a new facility. This will take longer and will require renting a facility for at least another year.

Funding Sources

In order to fund all of the projects in the coming years, Mountain Rides must utilize a variety of funding sources. At this time, Mountain Rides is unsure of what capital funding sources will look like going forward, as there is a new federal transportation bill, MAP-21, that eliminates many traditional sources for capital projects. Luckily, Mountain Rides does have existing funding in a variety of funding sources to fund immediate capital needs:

- State of Good Repair and Bus Livability – this is a discretionary Federal Transit Administration (FTA) program that provides capital funding for vehicles and facilities that support bus operations. We have used this program to purchase buses in the past, as well as fund the Ketchum Intermodal Center and East Fork bus stop improvements. The funding for this program is 83% federal funding with a local match of 17% for vehicles and 80% federal funding with a local match of 20% for facilities.
- New Under MAP-21: Rural formula funding 5339 for buses and bus facilities – The new 2-year federal funding bill that went into effect in October 2012 has a program that includes a fixed amount of formula funding for each state. Funding for 5339 is unknown at this point, as the feds have yet to give ITD guidance on how these funds will be allocated and how much the state of Idaho will receive; however, it is anticipated that Idaho will receive \$1.25MM annually for bus and bus facilities, which is lower than the \$2-\$3 million annual average that Idaho received under the earmark system.
- Statewide funding source taken from operational funding – Under MAP-21 there are additional dollars in the 5311 and 5310 funding programs. It is anticipated that ITD will take some money off the top of these programs and put them into a dedicated fund

for capital that agencies within the state can apply for and compete. The details of how this might work are completely unknown at this point.

- Fund Balances – Mountain Rides has dedicated capital funds for facility projects, maintenance of workforce housing units, and capital equipment purchases. These fund balances are relatively low currently, but we are working to grow these balances over time. Contributions to these fund balances come primarily from our local municipal partners through direct funding.
- Private funds and miscellaneous grants – this would include any funding from grants not known at this time, foundations, or private businesses who may wish to help Mountain Rides achieve its CIP goals.

Project List by Year

CIP Attachment A lists the various projects with their associated costs and estimated year for expenditure. Some projects span multiple years and some, like maintenance and upkeep projects, are more focused on the coming fiscal year. The costs are listed in the year they are estimated to be incurred. Some purchases like buses need to be made sooner due to long lead times. The project list also shows the total project funding, local funding and federal funding estimated to complete the project. This shows what must be funded by our own capital fund balances, through funding from our local partners, and what would be paid for from federal sources. This also shows the match needed for these federal funds.

CIP Success Factors

Successful CIP implementation is dependent on many internal and external factors, some of which we can affect and some of which are out of our control. In order to fund all of our capital projects, the following assumptions are built in:

- ✓ Municipal funding partners continue to support Mountain Rides with funds that can be used as match for capital projects (above and beyond operational support)
- ✓ We are able to find a suitable property for our south facility and park and ride
- ✓ FTA finds a way to fund larger projects once MAP-21 expires (earmarks have been eliminated under MAP-21 with no replacement)
- ✓ ITD creates a fair and balanced system that meets provider needs for capital projects under the new MAP-21 bill
- ✓ Mountain Rides continues to advance planning efforts for all of these projects
- ✓ Smaller grants are discovered and successfully applied for in the coming years
- ✓ We have stable enough operating funds that justify the capital expenses (equity between service level and capital requirements)
- ✓ We have community support for the development of some of these capital projects

Priority 1 – 3 1= highest		2= medium 3= lowest																
PROJECTS			FY2014				FY2015			FY2016			FY2017			FY2018		
	Priority	Purpose/details	Total Proj \$	Local \$	Fed \$	Funds secure?	Total Proj \$	Local \$	Fed \$	Total Proj \$	Local \$	Fed \$	Total Proj \$	Local \$	Fed \$	Total Proj \$	Local \$	Fed \$
MAINTAIN KETCH SHOP																		
	Interior Upgrades	1	Paint, new carpet, driver room remodel										\$25,000	\$10,000	\$15,000			
	Exterior Paint	2	Repaint original building section, can wait until next Fiscal				\$6,000	\$6,000	\$0									
	Building security	2	Improve overall building security and access				\$15,000	\$4,000	\$11,000									
	Roll-up doors	1	Replace one maintenance bay door Operator				\$7,500	\$7,500	\$0				\$7,500	\$7,500	\$0			
	Boiler and Heaters	3	Reduce heating bills with new oil burning boiler, maintenance	\$5,000	\$5,000	\$0	Yes, use cap equip balance											
	Vehicle Hoist	1	Maintenance				\$3,500	\$3,500	\$0									
													\$0	\$0	\$0			
NEW FACILITIES																		
	Ketchum Fuel Station	2	Save money on fuel				\$100,000	\$100,000	\$0									
	Downtown Ketchum transit hub	1	Centralized bus stop with passenger amenities in Ketchum	\$440,000	\$78,000	\$362,000	Yes - existing SoGR and local from KURA											
	South Facility-purchase/construct	1	Critical to overall operations	\$965,000	\$193,000	\$772,000	Yes - federal and local are secured											
	South Facility-move in costs	1	Upgrades to make usable	\$5,000	\$5,000	\$0	Yes - facilities fund											
PASSENGER SHELTERS & SIGNAGE																		
	New shelters	1	Keep increasing passenger amenities				\$10,000	\$2,000	\$8,000				\$10,000	\$2,000	\$8,000	\$10,000	\$2,000	\$8,000
	Repair, replace, upgrade signage	2	Customer information sources				\$10,000	\$2,000	\$8,000				\$6,000	\$6,000	\$0			
	ADA improvements	1	Curb ramps & landing pads at stops	\$13,500	\$0	\$13,500	Yes, funds secured-E. Fork			\$15,000	\$4,000	\$11,000						
CAPITAL EQUIPMENT																		
	Waste oil furnace for Ketch shop	3	Burn used oil for heat to save money				\$5,000	\$5,000	\$0									
	Bus washer systems	2	Integrated wash system for Bellevue site				\$24,000	\$5,000	\$19,000				\$200,000	\$40,000	\$160,000			
	Fuel path study	1	Research to figure out best fuel source for buses going forward	\$7,500	\$7,500	\$0	Yes - existing fund balance											
	Machinery for shop (South Valley)	2	Additional tools to allow for more involved engine and transmission work	\$5,000	\$5,000	\$0	Yes - existing fund balance	\$10,000	\$10,000	\$0			\$4,000	\$4,000	\$0	\$10,000	\$10,000	\$0
TECHNOLOGY																		
	Stop annunciators	2	Devices that automatically announce stops via GPS and pre-recorded messages							\$65,000	\$13,000	\$52,000						
	Electronic fare boxes	3	Fareboxes that would allow for electronic media and cash verification				\$85,000	\$17,000	\$68,000									

PROJECTS		Priority	Purpose/details	FY2014			Funds secure?	FY2015			FY2016			FY2017			FY2018		
				Total Proj \$	Local \$	Fed \$		Total Proj \$	Local \$	Fed \$	Total Proj \$	Local \$	Fed \$	Total Proj \$	Local \$	Fed \$	Total Proj \$	Local \$	Fed \$
	Automatic passenger counters	2	Integrated electronic eyes that recognize and track passengers on and off automatically								\$65,000	\$13,000	\$52,000						
	Bike share program	1	Build bike program in Hailey and Ketchum	\$8,000	\$0	\$8,000	Yes - EPA grant	\$25,000	\$5,000	\$20,000									
	Maintenance management software	2	Software system to manage vehicle maintenance, inspections, work orders and parts	\$25,000	\$5,000	\$20,000	Yes - 2012 SoGR funding												
VEHICLES																			
	Vans	1	For vanpool	\$70,310	\$14,062	\$56,248	Federal is not secure	\$35,000	\$25,000	\$10,000	\$35,000	\$25,000	\$10,000	\$65,000	\$15,000	\$50,000	\$65,000	\$15,000	\$50,000
	Refurbish existing buses	1	For Town and Valley routes	\$95,000	\$25,000	\$70,000	Federal is not secure	\$100,000	\$20,000	\$80,000	\$100,000	\$40,000	\$60,000				\$50,000	\$10,000	\$40,000
	Small Bus (Sprinter)	2	For neighborhood routes								\$180,000	\$30,000	\$150,000				\$90,000	\$15,000	\$75,000
	Mid-duty Bus (IC)	2	For Valley and some Town routes					\$220,000	\$44,000	\$176,000	\$220,000	\$44,000	\$176,000						
	Large Bus (Gillig)	1	For Town and Valley routes	\$390,000	\$86,000	\$304,000	Yes - 2012 SoGR funding							\$750,000	\$150,000	\$600,000	\$360,000	\$72,000	\$288,000
				Total Proj \$	Local \$	Fed \$		Total Proj \$	Local \$	Fed \$	Total Proj \$	Local \$	Fed \$	Total Proj \$	Local \$	Fed \$	Total Proj \$	Local \$	Fed \$
	TOTALS			\$2,029,310	\$423,562	\$1,605,748		\$656,000	\$256,000	\$400,000	\$680,000	\$169,000	\$511,000	\$1,067,500	\$234,500	\$833,000	\$585,000	\$124,000	\$461,000
				K	\$190,603			K	\$115,200		K	\$76,050		K	\$105,525		K	\$55,800	
				SV	\$97,419			SV	\$58,880		SV	\$38,870		SV	\$53,935		SV	\$28,520	
				SVC	\$63,534			SVC	\$38,400		SVC	\$25,350		SVC	\$35,175		SVC	\$18,600	
				H	\$25,414			H	\$15,360		H	\$10,140		H	\$14,070		H	\$7,440	
				BC	\$46,592			BC	\$28,160		BC	\$18,590		BC	\$25,795		BC	\$13,640	
Federal funding is dependent on successful grants and no rescissions ; Local Funding is secure for FY2014 but only estimated beyond FY14																			

Mountain Rides Agenda Item Summary

<u>Date:</u>	<input type="text" value="09/18/2013"/>		
<u>From:</u>	<input type="text" value="Jason Miller"/>		
<u>Subject:</u>	<input type="text" value="5c. Approval of FY2014 MRTA employee compensation chart and guidelines"/>		
<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="This proposed pay chart will keep us within budget for FY2014 payroll expenses - it keeps pay increases within the average increase of 2.5% budgeted."/>		
<u>Related Policy or Procedural Impact:</u>	<input type="text" value="FY2014 Operating Budget"/>		
<u>Background:</u>	<input type="text" value="Every year we must update our employee compensation chart. The attached chart is a simplified version of the chart that allows for easier application of pay to full-time, seasonal and part-time employees and will allow more gradation within a given pay range by creating a performance range, instead of steps. This will result in more gradual climbs up the chart and will result in more manageable fiscal impacts to MRTA.

This item will be going to the Finance and Performance Committee and, as such, is subject to change and additions.

Please note that guidelines for using and applying this chart will be developed for staff use."/>		

Mountain Rides Transportation Authority

PAY SCALE FOR ALL POSITIONS - FY2014

Positions - Year-round	Hiring Range	Performance Range	Position Maximum
Executive Director (salaried)	\$68,000 - \$78,000 per year	\$70,000 - \$95,000 per year	\$97,000 per year
Manager (salaried)	\$50,000 - \$57,000 per year	\$52,000 - \$67,000 per year	\$71,000 per year
Specialist	\$20.00 - \$23.50 per hour	\$21.50 - \$28.00 per hour	\$29.00 per hour
Certified Mechanic	\$18.50 - \$21.00 per hour	\$19.50 - \$25.00 per hour	\$26.50 per hour
Coordinator	\$16.50 - \$19.00 per hour	\$17.50 - \$22.50 per hour	\$23.50 per hour
Full-time Driver	\$15.00 - \$17.50 per hour	\$15.75 - \$20.60 per hour	\$21.50 per hour
Seasonal Driver	\$14.00 - \$16.20 per hour	\$14.75 - \$19.25 per hour	\$20.00 per hour
Lube Tech/Mechanic Apprentice	\$12.50 - \$14.25 per hour	\$13.00 - \$16.50 per hour	\$17.50 per hour
Bus Washer	\$10.50 - 12.50 per hour	\$11.00 - \$15.00 per hour	\$15.75 per hour

Positions - Winter Only	During training period	After training period	End of season bonus for safety, customer service, perf
Part-time (winter only) Driver w/CDL returning	\$14.50	\$15.50	\$250
Part-time (winter only) Driver w/CDL 1st year	\$13.00	\$14.50	\$200
Part-time (winter only) Driver w-out/CDL 1st year (assumes employee will have CDL at end of training period)	\$12.00	\$13.50	\$150
Part-time (winter only) Driver w-out/CDL (driver who stays as non-CDL driver - for ADAs or van service)	\$10.00	\$11.50	\$100
Part-time bus washer	\$9.00	\$10.00	\$100

Performance evaluation for full-time and seasonal employees

Based on performance evaluation (25 points max)	Pay raise amount
10 or less points	0%
11 - 16 points	1%
17 - 22 points	2%
23 - 25 points	3%

Mountain Rides Transportation Authority

PAY SCALE FOR ALL POSITIONS - FY2013

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Executive Director	\$31.93	\$33.46	\$35.09	\$36.82	\$38.56	\$40.19	\$41.92	\$43.66	\$45.49
Manager	\$23.26	\$24.38	\$25.50	\$26.72	\$28.05	\$29.27	\$30.50	\$31.82	\$33.15
Specialist	\$20.09	\$21.01	\$21.93	\$22.95	\$23.97	\$25.09	\$26.21	\$27.34	\$28.56
Mechanic	\$18.05	\$18.87	\$19.79	\$20.71	\$21.73	\$22.64	\$23.56	\$24.58	\$25.60
Coordinator*	\$16.42	\$17.24	\$18.05	\$18.87	\$19.79	\$20.60	\$21.42	\$22.34	\$23.26
Full-time Driver**	\$14.69	\$15.40	\$16.12	\$16.93	\$17.75	\$18.46	\$19.28	\$20.09	\$20.91
Seasonal Driver	\$13.87	\$14.59	\$15.30	\$16.01	\$16.83	\$17.54	\$18.26	\$19.07	\$19.89
Part-time Driver (CDL)	\$13.06	\$13.67	\$14.28	\$14.99	\$15.71	\$16.32	\$17.03	\$17.75	\$18.46
Part-time Driver (non-CDL)	\$12.04	\$12.65	\$13.26	\$13.87	\$14.59	\$15.20	\$15.81	\$16.52	\$17.24
Maintenance/Bus Washer	\$12.04	\$12.65	\$13.26	\$13.87	\$14.59	\$15.20	\$15.81	\$16.52	\$17.24

Guidelines for using pay scale

1. New employees should be hired at Steps 1 or 2, DOE. Executive Director has ability to approve hires at Step 3 or 4 for candidates who significantly exceed qualifications.
2. Board approval is required to hire a new employee at Step 5 or above for those superior and outstanding candidates.
3. Pay increase guidelines
 - a. For FY2013, we will return to the merit performance evaluations process in place prior to FY2012 merit bonus system. If an employee is deemed eligible to receive a step increase as a result of their evaluation, the increase will be according to this FY2013 pay scale.
 - b. Pay increases (either step increases or 2% increase) only happen once an employee has had their evaluation on their anniversary date.
4. For those employees whose responsibilities haven't changed and are above the pay scale, they will remain at current pay rate. For those employees whose responsibilities have changed, they will be subject to this FY2013 pay scale.

* Coordinator covers Admin Coordinator, Ops Coordinator and Bike-Ped Coordinator

Mountain Rides Agenda Item Summary

<u>Date:</u>	<input type="text" value="09/18/2013"/>		
<u>From:</u>	<input type="text" value="Jason Miller"/>		
<u>Subject:</u>	<input type="text" value="5d. Approval of MRTA By-law amendments"/>		
<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="None."/>		
<u>Related Policy or Procedural Impact:</u>	<input type="text" value="MRTA Adopted By-laws"/>		
<u>Background:</u>	<div><p>As a result of the strategic board retreat in June and subsequent board and committee discussions, the need for an update to the by-laws to reflect board responsibilities and duties was identified. The attached document incorporates comments and input on changes to the by-laws and is red-lined for easier tracking.</p><p>This update will clarify board roles and duties and is recommended for adoption.</p></div>		

**AMENDED BYLAWS
OF THE MOUNTAIN RIDES TRANSPORTATION AUTHORITY**

SEPTEMBER 23, 2009

ARTICLE ONE: ORGANIZATION

This organization was originally created by the AGREEMENT FOR THE FORMATION OF THE KETCHUM-SUN VALLEY PUBLIC TRANSIT AUTHORITY ("Authority"), dated June 5, 1989, by and between the cities of Ketchum and Sun Valley, Idaho.

A Joint Powers Agreement dated January 17, 2006 expanded the Authority to include Ketchum, Sun Valley, Hailey, Bellevue, Carey and Blaine County provided that each of these entities elected to execute said Joint Powers Agreement. The Joint Powers Agreement was updated and approved ("Amended Authority Agreement") on October 1, 2007, at which time the name "Ketchum-Sun Valley Public Transit Authority" was replaced by the name "Mountain Rides Transportation Authority" (hereafter reference to "Authority" is to the Mountain Rides Transportation Authority).

ARTICLE TWO: PURPOSE

The purpose of the Authority is to establish, implement, maintain, fund and operate a comprehensive multimodal transportation system by, without limitation, buses, fixed route conveyances (such as light rail and gondolas), special needs transportation (ADA), vans, carpools, bicycles, pedestrian facilities or other appropriate means on scheduled or unscheduled service throughout Blaine County and surrounding communities for the benefit of the residents, workers, and visitors traveling within and to and from Blaine County. In furtherance of that purpose, the Authority shall have the following powers:

- (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 public transportation system including but not limited to land and easement acquisitions, facilities, employee housing and rolling stock;
- (c) To fund operational and maintenance costs of operating a comprehensive multimodal transportation system;
- (d) To contract with public or private agencies, companies or entities for the provision of multimodal transportation services or for expansion of a

multimodal transportation system in Blaine County and surrounding communities;

(e) To undertake or contract for studies relating to the multimodal transportation needs of Blaine County and surrounding communities, and the methods by which said needs can best be served; and

(f) To participate in, influence and support regional transportation plans, and economic development and land use proposals as they relate to transportation, as from time to time they may be proposed, adopted and amended.

ARTICLE THREE: VISION, MISSION AND GOALS

The Authority may adopt and update a Vision, Mission, and Goals statement, from time to time, in order to convey a sense of purpose to the Authority's staff, stakeholders, and the public at-large. In general, the Vision, Mission, and Goals statement shall be consistent with Article Two above.

ARTICLE FOUR: BOARD OF DIRECTORS AND COMMITTEES

The Authority shall be managed by a Board of Directors ("Board"). The Board shall consist of the appointed representatives of each participating city, Blaine County and a "Member-at Large" (a routine user of the multimodal transportation services offered by the Authority). The Board shall elect the officers provided for herein every two (2) years. The Board shall meet monthly at a site duly noticed by the Board. The Board shall determine and assure that the qualifications for membership and for voting shall be in accordance with the Amended Authority Agreement.

The term of office for Board members shall be as set forth in the "Amended Authority Agreement" dated October 1, 2007.

The Board Chair (or Vice-Chair in absence of the Chair) may designate a subset of the Board members to constitute a committee to focus on policy for a particular aspect of the Authority's operations (e.g., planning, marketing, finance, etc). Each committee shall have one or more members, who serve at the pleasure of the Board. Members of the community that are not on the Board may serve on a committee, however without voting rights during the regular full Board meetings. The designation of such committees and the delegation to it of authority shall not operate to relieve the Board, or any member of it, or any responsibility imposed by law.

ARTICLE FIVE: OFFICERS

The Officers of the Authority shall be a Chair, Vice-Chair, Treasurer and Secretary. The Chair, Vice-Chair, and Secretary shall be appointed representatives of the participating cities, Blaine County, or the Member-at-Large. The Treasurer shall not be an appointed representative of the participating cities or county but shall be a person, firm, or corporation selected by the Board or an employee supervised by the Executive Director.

Officers of the Authority shall be chosen by a majority vote of the Board from among the membership of the Board and shall serve for a period of two (2) years commencing at the time of adopting of these Bylaws. Vacancies in office shall be filled through a majority vote of the Board. Should an officer be unable to attend or incapable of serving at any meeting, the Board may select an acting officer from its membership to preside or to serve during such meeting.

- A. The Chair shall preside at all regular and special meetings of the Board and shall have the powers generally assigned to such office in conducting the meetings. The Chair shall assist the Executive Director in the setting of meeting agendas. The Chair shall establish a communications protocol which shall ensure that all Board members are kept fully informed of MRTA actions from the Executive Director on a timely basis. The Chair shall perform the above and other actions as necessary from time to time in accordance with adopted board policy.
- B. The Vice Chair shall perform the duties of the Chair if the Chair is unable to perform those duties.
- C. The Secretary shall supervise the keeping of the minutes of the meetings of the Board, review the minutes for distribution for Board review and approval, and in general shall perform all duties typical of the Secretary of an organization and as, from time to time, may be assigned by the Board.
- D. The Treasurer shall serve as a non-voting member of the Finance and Performance Committee, and shall ensure that the policies governing the management and oversight of MRTA day to day finances, charge and custody of funds and securities and deposits of same shall be followed. The Treasurer shall perform all duties generally incident to the office and such other duties as, from time to time, may be assigned by the Executive Director.

ARTICLE SIX: MEMBERSHIP

The voting membership of the Board shall consist of:

- two (2) representatives appointed by the City of Ketchum,
- two (2) representatives appointed by the City of Sun Valley,
- one (1) representative appointed by the City of Hailey,
- one (1) representative appointed by the City of Bellevue,
- one (1) representative appointed by the County of Blaine,
- one (1) representative appointed by the City of Carey,
- one (1) Member-at-Large appointed by the Board.

It is the intent that the Member-at-Large be a routine user of the multimodal transportation services provided by the Authority. The Board shall consult with and accept advice as to the Member at Large from Friends of Mountain Rides, a 501c3 non-profit corporation.

Any city, or the county, may send additional representatives to any Authority meeting as non-voting ex-officio members.

ARTICLE SEVEN: QUORUM AND PROCEDURES

A quorum for purposes of convening a meeting of the Board, or a majority for transacting business of the Board, for approving contracts, or for authorizing any appropriation or expenditure of or by the Authority or any employee, shall require the affirmative vote of one-half (1/2) plus one (1) of the appointed voting members of the Board. The rules contained in the latest printing of Roberts Rules of Order Revised shall govern the proceedings of the Board in all cases in which they are applicable unless dispensed with by a vote of the Board; provided, the use of Roberts Rules shall be consistent with the manner and method in which meetings are currently conducted so that the conduct of business does not become unreasonably formalistic.

ARTICLE EIGHT: MEETINGS

Regular meetings of the Board shall be held monthly at which time the Board shall transact such business as may come before the Board. Special meetings of the Board may be called by the Chair (or Vice-Chair in absence of the Chair), or by a majority of the members of the board, for the purpose of conducting any lawful business. Notice of meetings shall be governed by Idaho Code Section 67-2343. Meetings shall be held at any of the participating cities or the county offices or other suitable publically available meeting location. Any Board member may participate in any meeting by telephone or other electronic means consistent with Idaho Code Section 67-2342.

ARTICLE NINE: POWERS AND DUTIES OF OFFICERS

The Chair (or Vice-Chair in absence of the Chair) shall preside at meetings of the Board and may call meetings of the Board as in her/his judgment may be appropriate or necessary. The Chair (or Vice-Chair in absence of the Chair) shall (in conjunction with the Authority's Executive Director) have agendas prepared for meetings of the Board. The Chair (or Vice-Chair in absence of the Chair) shall execute documents on behalf of the Board and sign or cosign checks when authorized to do so. The Chair (or Vice-Chair in absence of the Chair) may appoint committees where and when appropriate or necessary (see ARTICLE FOUR).

The Secretary shall cause minutes of all meetings of the Board to be recorded, and shall cosign checks, when necessary, and execute other documents when directed or authorized to do so by the Board.

The Treasurer shall account for all receipts and disbursements of the Authority and shall review and report on financial statements to the Board at each monthly meeting, or when otherwise requested or directed to do so by the **Board as an employee supervised by the Executive Director.**

Formatted: Highlight

ARTICLE TEN: BYLAW AMENDMENTS

These bylaws may be amended by the affirmative vote of the majority of the Board at any duly noticed meeting of the Board. No amendment to these bylaws shall be inconsistent with or replace the provisions of the "Amended Authority Agreement" dated October 1, 2007.

ARTICLE ELEVEN: EFFECTIVE DATE

These bylaws shall take effect from and after the approval and adoption of the Board on this _____ day of _____, 20____.

Peter Everett, Chair
MOUNTAIN RIDES TRANSPORTATION AUTHORITY

Attest:

Secretary

MEMO: By-Laws Amendment/Definition of Officer Duties

PURPOSE: To define scope and limitations of officer duties

The following language is proposed for the purpose of discussion and developing a recommendation for an amendment to the by-laws:

At the end of Article 5 OFFICERS, “.....during such meeting.” Add the following sections:

- A. The Chair shall preside at all regular and special meetings of the Board and shall have the powers generally assigned to such office in conducting the meetings. The Chair shall assist the Executive Director in the setting of meeting agendas. The Chair shall establish a communications protocol which shall ensure that all Board members are kept fully informed of MRTA actions from the Executive Director on a timely basis. The Chair shall perform the above and other actions as necessary from time to time in accordance with adopted board policy.
- B. The Vice Chair shall perform the duties of the Chair if the Chair is unable to perform those duties.
- C. The Secretary shall supervise the keeping of the minutes of the meetings of the Board, review the minutes for distribution for Board review and approval, and in general shall perform all duties typical of the Secretary of an organization and as, from time to time, may be assigned by the Board.
- D. The Treasurer shall serve as a non-voting member of the Finance and Performance Committee, and shall ensure that the policies governing the management and oversight of MRTA day to day finances, charge and custody of funds and securities and deposits of same shall be followed. The Treasurer shall perform all duties generally incident to the office and such other duties as, from time to time, may be assigned by the Executive Director.

Mountain Rides Agenda Item Summary

<u>Date:</u>	<input type="text" value="09/18/2013"/>		
<u>From:</u>	<input type="text" value="Wendy Crosby"/>		
<u>Subject:</u>	<input type="text" value="5e. Approval of FY2014 funding partners' contract for services agreements"/>		
<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" value="FY2014 Budget"/>		
<u>Background:</u>	<input type="text" value="A draft Contract for Services for the City of Sun Valley and a draft of the Contract of Services for the other financial partners, will be reviewed by the F & P Committee on Tuesday, Sept. 17th. Once revisions recommended by the Committee have been incorporated, a draft will be sent by e-mail to all Board members for review."/>		

Mountain Rides Agenda Item Summary

<u>Date:</u>	<input type="text" value="09/18/2013"/>		
<u>From:</u>	<input type="text" value="Jason Miller"/>		
<u>Subject:</u>	<input type="text" value="5f. Approval of Request for Proposal (RFP) 0913-1 for design and engineering services for downtown Ketchum Transportation Hub"/>		
<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="This is within budget for the FY2014 Facilities Fund, as part of the Ketchum Transportation Hub project"/>		
<u>Related Policy or Procedural Impact:</u>	<input type="text" value="FY2014 Adopted Budget"/>		
<u>Background:</u>	<div><p>This project has been years in the making and is finally ready to move forward in earnest towards construction.</p><p>The attached RFP reflects a collaboration between MRTA and the City of Ketchum and incorporates design and engineering aspects associated with moving the approved conceptual sketch into a fully designed project that can then be bid for construction.</p><p>Note - the FTA clauses (approx 30 pages) were left off in order to save paper. If you would like to review, please contact Jason.</p></div>		



Mountain Rides Transportation

Request for Proposal

RFP0913-01

Ketchum Transportation Hub Design and Engineering Services

September 2013

**MOUNTAIN RIDES
CITY OF KETCHUM
KETCHUM TRANSPORTATION HUB DESIGN and ENGINEERING
REQUEST FOR PROPOSALS
September, 2013**

I. INTRODUCTION AND BACKGROUND

Mountain Rides is accepting proposals for the design of a Ketchum Transportation Hub. This project has been developed as a result of a multi-year planning process, outlined in Attachment 1. Mountain Rides and the City of Ketchum have selected East Avenue and Sun Valley Road as a preferred location, and Mountain Rides will be the lead contractor on a design at this location. The preferred location is a split facility along Sun Valley Road and East Avenue, as shown conceptually in Attachment 2.

Ketchum is a resort town adjacent to the world class Sun Valley Resort. Located in Blaine County, population 21,000, Ketchum has a population of 2,590 and a seasonal visitor population of over 10,000. The resort nature of the area has resulted in visitor, resident and second homeowner populations that call for higher level transit services than are typically seen in communities of comparable population.

Mountain Rides Transportation Authority is the public transportation provider for Blaine County whose mission is to be the sustainable transportation backbone of Blaine County and adjacent communities in order to improve the livability and attractiveness of the region for locals and visitors alike and to provide cost effective transportation alternatives to the single occupant vehicle for those who live in, work in or visit Blaine County, including fixed route transit, vanpool, rideshare, biking, walking and transportation counseling.

Mountain Rides and the City of Ketchum are committed to a transportation hub that improves transit service in the community, while also providing a facility that integrates best practices for multi-modal centers and reflects community values. The facility must be a positive addition to the downtown landscape and must integrate public art into the project design and development. It should be noted that the Ketchum Urban Renewal agency will employ a public art consultant with vast experience in transit centers. This contract will be managed separately, and is not considered to be a subcontract of the design and engineering team.

II. PROJECT GOALS

a. Safety and Operations

The primary goal of this facility is to create a space that allows for more efficient and safer operations for Mountain Rides while improving the pedestrian landscape and bicycle movements. In particular, Mountain Rides wants:

- To develop a design that functions with current and future Mountain Rides bus operations.
- To develop a pedestrian friendly, high quality transit hub for downtown Ketchum that is well designed, functional, safe and of high quality design and workmanship.

- To prioritize safe pedestrian movements over vehicle movements at the intersection of Sun Valley Road and East Ave for the overall safety and movements of the bus, pedestrians and bicycles.
- To incorporate safety and operational needs of Ketchum city departments (fire and city streets) and Idaho Transportation Department (Sun Valley Rd. is managed/owned by ITD)
- To reflect core values of energy conservation and resource reduction.

b. Community

In addition to the primary goals of bus operations and safety, this facility must also fit well with the community and be an attractive asset to the overall Ketchum downtown. The must include a project:

- To respect the iconic design of the Ketchum Visitor Center in the design of the Transit Hub.
- To visually link the two components of the transit hub architecturally and through other design elements.
- To alert users in a humorous or artful fashion as to the Ketchum Nonsmoking regulations at public transit stops.
- To incorporate public art into all aspects of the design.

III. SCOPE OF WORK

Mountain Rides has secured a total of \$437,000 in funding for this project that includes:

- \$312,000 from the Federal Transportation Authority from Bus Livability funding awards in two different years:
 - 2011 federal funding of \$200,000 for designing and building street infrastructure for the facility
 - 2012 federal funding of \$112,000 for designing and building the passenger waiting facilities/building
- \$100,000 from the Ketchum Urban Renewal Agency towards match for the project and for supplementing funding to include more street infrastructure and public art
- \$25,000 match from Mountain Rides capital fund

Proposers must address the following task list in their proposals:

Task 1: Refine Work Scope. The selected team will meet with key Mountain Rides and Ketchum staff and Board members in a work session setting to develop a list of site requirements. This includes items such as passenger waiting areas/building, site furniture, enclosure needs, curbing and sidewalk requirements, technical design elements related to transit loading and unloading, signage, passenger seating, bus queuing, technology components and lighting.

Task 2: Refine concept design. The design team should refine the concept design to create a Transportation Hub Site Plan. The refined design should be include all of the items identified in Task 1 into a physical design.

Task 3: Public Workshop, Refined concept design. The consultant team will participate in a public workshop regarding the Refined Concept Design. The purpose of the workshop is to garner final public input prior to design engineering.

Task 4: Final Design. The consultant will be available for one or two meetings of Mountain Rides and the City of Ketchum to gain approval of final design.

Task 5: Construction documents. The consultant will prepare construction bid documents that implement final design. Mountain Rides and City of Ketchum staff will be involved in approval of the construction documents.

Task 6: Project Management. The consultant will include pricing to be the project manager to oversee the successful construction bidder. Project management will include making sure that the project is built to specifications, that timelines and milestones are met, and that project acceptance is made for bid deliverables payments.

IV. MINIMUM TEAM REQUIREMENTS:

1. Understanding of transportation needs, urban design and public spaces.
2. Demonstrated experience with urban design, pedestrian facilities, streetscape improvements and energy efficiency measures.
3. Familiarity with Mountain Rides and City of Ketchum.
4. Desire to incorporate public art into all aspects of project design.

ADDITIONAL REQUIREMENTS:

1. Possess skills and experience in facilitating public meetings; experience working with the public and meeting attendants to create a successful conclusion to the meeting process.
2. Ability and the willingness to work with elected officials, business community, concerned citizens, telecommunications personnel, educators, healthcare providers, public safety officials, invited speakers and other interested parties.
3. In-depth knowledge and experience developing transit facilities such as hubs, stations, depots, bus stops, or multi-modal centers.
4. Skills to articulate key strategic concepts
5. Possess good communication skills
6. Ability to remain flexible and respond to changes in schedules and timelines.

SERVICES REQUIRED AFTER SELECTION:

- The selected firm's representatives may be required to attend a minimum of one public workshop, and additional one or two meetings of Mountain Rides and the City of Ketchum.
- The selected firm's representatives will be required to meet with the City and Mountain Rides management team to discuss and plan the project(s), and provide progress reports on a bi-monthly basis.

V. PROPOSAL SCHEDULE AND SUBMITTAL INFORMATION

PRELIMINARY SCHEDULE

Milestone	Scheduled Date
RFP Issued	September 20, 2013
RFP Questions or Clarifications	October 2, 2013 5:00 PM
RFP Proposal Submittal Deadline	October 18, 2013 2:00 PM
Notify Finalists	October 23, 2013
Finalist Interviews	October 23-27, 2013
Final Selection	October 28 – November 1, 2013
Scope and Budget Development/Contract Negotiations	November 4-8, 2013
Contract Reviewed and Approved by Ketchum City Council	November 18, 2013
Contract Approved by Mountain Rides Board	November 20, 2013
Execute Contract and Notice to Proceed	November 27, 2013
Anticipated Completion	TBD Between Parties but prior to April 2014
Goal for issuance of construction bid	April 2014
Goal for start of project construction	June 2014

Mountain Rides reserves the right to modify the schedule as circumstances may warrant.

PROPOSAL QUANTITIES, DUE DATE, TIME, LOCATION:

Submit one original unbound copy and six comb-bound copies of the Request for Proposal (RFP) proposal via mail, courier or hand delivery. Also, provide proposal via email in PDF or Microsoft Word format. Proposals are due in the office of Mountain Rides no later than 2:00 PM on Friday, October 18, 2013. Proposals are to be marked "Ketchum Transportation Hub". Proposals submitted by other means will not be accepted. Proposals submitted after the deadline date and time will not be accepted.

Submittal address:

Jason Miller, Executive Director
Mountain Rides
PO Box 3091
Ketchum, ID 83340
Jason@mountainrides.org

SERVICE PROVIDER COMMUNICATIONS WITH THE CITY OF KETCHUM:

Any questions regarding the submittal process and/or the technical aspects of the project may be made via email to Jason Miller at Jason@mountainrides.org or Lisa Horowitz at Lhorowitz@ketchumidaho.org. Only email communications will be accepted. All responses will be provided via email. Questions and responses will be shared with all firms that provide an email address to the Project Manager.

The RFP for the Ketchum Transportation Hub is available for review on the City's website at www.ketchumidaho.org , at the Mountain Rides website at www.mountainrides.org or at the Office of the Mountain Rides 800 1st Ave N, Ketchum, ID 83340, during regular business hours.

VI. PROPOSAL FORMAT AND REQUIREMENTS

The Proposal shall include the qualifications requested below, but shall be limited to twenty (20) pages in length, not including appendices. Information should be complete and demonstrate that the Service Provider can perform professional work. You are welcome to provide any other information deemed appropriate for this project.

Introduction:

Prepare a brief introduction including a general demonstration of understanding of the scope and complexity of the required work. The title page of the proposal should contain your firm's name, address, telephone number, principal contact, fax number, and email address. The Proposal should contain a Table of Contents.

Personnel:

Identify individuals and list qualifications of key personnel who would be assigned to this project. Detail experience in work related to the proposed assignment. Specify the Project Manager who will serve as a contact person.

Experience:

Provide company contact information, how long you have been in business and what services you provide. Identify and briefly describe related work completed in the last three years. Describe only work related to the proposed effort and include any examples of similar projects. Include evidence of satisfactory and timely completion of similar work performed for past projects.

Project Plan and Timeline:

Provide a description of the project plan and timeline from the initial planning stages to the completed design.

Pricing and Budget:

The RFP should contain a total cost of the project, as well as a detailed "line item" breakdown of costs for the projects that corresponds to the Task List, as detailed in Part III Scope of Work of this document. In addition, please specify:

- "Not to Exceed" Fees (for actual cost of time and materials needed to complete the project).
- "Not to Exceed" Fees (for any reimbursable anticipated during the course of this project).
- Hourly rate schedule for services.
- Any additional costs/charges (such as traveling expenses) must be clearly defined in the RFP.

Proposal should be all encompassing, with a single vendor identified as the “responsible lead vendor”. Please include any subcontractor(s) that will be required to meet the needs of the proposal or clearly indicate what portion of the services are not included as part of your proposal.

Proposal should outline separate costs for any add ons or optional requests specified in RFP.

Client References:

Provide a minimum of three client references with contact names and phone numbers for whom you have completed similar work.

Signed agreement to applicable Federal Transit Administration 3rd Party Clauses:

Attachment 3 contains the FTA 3rd Party clauses that apply to this project and this proposal, since we are using federal funding. Please sign acknowledgement of compliance with these clauses.

Appendix:

An appendix with full resumes is allowed. The appendix material may or may not be considered as part of the selection process.

VII. EVALUATION PROCESS

Review Process:

Mountain Rides and Ketchum staff will rate RFPs. The review team will recommend finalists for interviews and those finalists will be notified as outlined in Section V herein.

Evaluation Criteria:

RFPs will be ranked based upon the merits of the written qualifications and experience of the firm or consultant team. Each reviewer will award a score based on a 130 point total as follows:

- Demonstrated understanding of the project goals and responsiveness of the proposal to meeting these goals. (20)
- Appropriateness of project approach and perceived effectiveness of proposed concept for identified audience(s). (20)
- Degree to which the project design approaches goals with innovative and creative solutions or methods. (20)
- Qualifications of the project team and level of relevant experience. (20)
- Price (50 points to lowest price, 30 points to second lowest price, 10 points to third lowest price, 0 points for 4th lowest or above)

Mountain Rides reaffirms its right to make any selection it deems prudent, and responding firms or individual participants acknowledge through their participation that such selection is not subject to protest or contest.

The successful firm or consultant team selected will perform a variety of duties as agreed upon in the final negotiated Scope of Work. The selected vendor and Mountain Rides will finalize the contract terms and conditions. If Mountain Rides and the selected vendor are unable to agree on terms and conditions at this point, Mountain Rides may exercise its right to negotiate with other vendors.

VIII. TERMS AND CONDITIONS

1. All facts and opinions stated within this RFP and in all supporting documents and data are based on available information from a variety of sources. Additional information may be made available via written addenda throughout the process. No representation or warranty is made with respect thereto.
2. Respondents to this RFP shall be responsible for the accuracy of the information they provide to the City.
3. Mountain Rides reserves the right to reject any and all submittals, to waive minor irregularities in any submittal, to issue additional RFPs, and to either substantially modify or terminate the project at any time prior to final execution of a contract.
4. Mountain Rides shall not be responsible for any costs incurred by the respondent(s) in preparing, submitting or presenting its response to the RFP or to the interview process.
5. Nothing contained herein shall require Mountain Rides to enter into exclusive negotiations and Mountain Rides reserves the right to amend, alter and revise its own criteria in the selection of a respondent without notice.
6. Mountain Rides reserves the right to request clarification of information submitted and to request additional information from any respondent.
7. Mountain Rides will not accept any submittal after the time and date specified on the RFP.
8. The qualifications of each member of the team are important criteria in the selection process. The selected team will not be allowed to substitute any members without prior approval by Mountain Rides. Mountain Rides at its sole discretion, reserves the right to accept or reject proposed changes to the team. Team members may participate in multiple team submittals.
9. In the interest of a fair and equitable process, Mountain Rides retains the sole responsibility to determine the timing, arrangement and method of proposal presentations throughout the selection process. Members of the team are cautioned not to undertake activities or actions to promote or advertise their qualifications or proposal except in the course of Mountain Rides sponsored presentations.
10. If negotiations are not completed with the top ranked team, negotiations may proceed with the next most qualified team or teams.
11. Upon selection of a qualified team through the RFP process, Mountain Rides shall enter into a contract for services (based on an approved scope of services and budget) with the selected team on terms and conditions acceptable to Mountain Rides. Until execution of a contract, Mountain Rides reserves the right to cease negotiations and to start the RFP process again.
12. All submittals will become the property of Mountain Rides and will become public documents subject to public disclosure with limited exceptions, under the Idaho Public Records Act.

13. The Vendor shall hold Mountain Rides, the City of Ketchum, its officers, agents, servants and employees, harmless from liability of any nature or kind on account of use of copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used under the quotation.
14. Mountain Rides encourages submittals from firms that demonstrate a commitment to equal employment opportunity. Minority and women owned businesses are encouraged to apply. The successful agencies, individuals or firms shall comply in all aspects with the Equal Opportunity Act. Each agency or firm with more than fifteen (15) or more employees shall be required to have an Affirmative Action Plan which declares that the contractor does not discriminate on the basis of race, color, religion, sex, national origin or age, and which specifies goals and target dates to assure the implementation of equal employment. Each contractor with fewer than fifteen employees shall be required to have a written equal opportunity policy statement declaring that it does not discriminate on the basis of race, color, religion, sex, national origin or age. Findings of non-compliance with applicable State and Federal equal opportunity laws and regulations could be sufficient reason for revocation or cancellation of this contract.

ATTACHMENT 1

Ketchum Transportation Hub Public Process Review to date

Ketchum Transportation Center Public Process Schedule

What has happened so far?

- February 10, 2010 Mountain Rides Planning and Marketing Committee Meeting. Discussion of need and strategic direction for a Ketchum Transit Hub; discussion of various locations.
- March 10, 2010 Mountain Rides Planning and Marketing Committee Meeting. Committee discussion of a process to approach the City of Ketchum on a Ketchum Transit Hub.
- May 12, 2010 Mountain Rides Planning and Marketing Committee Meeting. Review of project and ongoing discussion.
- April 14, 2010 Mountain Rides Planning and Marketing Committee Meeting. Further discussion of Ketchum Transit Hub.
- November 2, 2011 Mountain Rides Planning and Marketing Committee Meeting. Further discussion of Ketchum Transit Hub and preparation for Public Workshop.
- November, 2011 to February 2012. Approximately 200 hours of individual (one-on-one) business and community meetings were conducted.
- December 16, 2011 Ketchum City Council. Council approval of a joint contract with Mountain Rides and LSC Consulting for consulting services on a concept design for a Ketchum Transit Center (Attachment A).
- December 21, 2011 Mountain Rides Board Meeting. Board approval of a joint contract with Ketchum and LSC Consulting for consulting services on a concept design for a Ketchum Transit Center.
- March 13, 2012 Transportation Center Public Workshop. This workshop included a Power Point Presentation by LSC Consulting on why mountain resort towns design transit centers, and four design alternatives for the preferred site on East Avenue.
- March 15, 2012 Ketchum Urban Renewal Agency Meeting. The KURA Board agree to reconsider the question of contributing towards the \$50,000 required local match after their July/August financials were reviewed by the KURA Executive Director, Gary Marks. The Board discussed location, and each Board member made comments regarding the recommendations of Mountain Rides.
- March 16, 2012 City Council Meeting. The Council discussed the \$50,000 required local match; the need for additional traffic analysis; the benefits of a jitney (see City Council Minutes, Attachment C.)
- March 21, 2012 Mountain Rides Board Meeting. The Board expressed support for a preferred site on East Avenue, and discussed various issues relative to the project.

- April 4, 2012 Mountain Rides Planning and Marketing Committee Meeting. Committee discussed progress to date, and reviewed a template for analysis of alternative sites, discussion of next steps.
- April 18, 2012 Mountain Rides Board Meeting. Public comment taken on the process to date and initial discussion of a revised contract for services with LSC Consulting.
- May 2, 2012. Mountain Rides Board meeting. Approval of a revised Contract for Services with LSC Consulting and the City of Ketchum that includes a public process regarding the site evaluation.
- May 7, 2012. City Council meeting. Approval of a revised Contract for Services with LSC Consulting and the Mountain Rides that includes a public process regarding the site evaluation.
- June 19, 2012. Community Open House. This was the first open house of four. This open house focused on the question of WHY Ketchum would want a transit center.
- August 23 and 30, 2012. Second Community Open House. This open house focused on how transit centers work in other communities with a focus on resort communities.
- October 23, 2012. Third Community Open House. This open house focused on the criteria for transit centers and input was gathered from the citizens of the community.
- February 13, 2013. Fourth and final Community Open House. This open house showed four sites to be assessed with input from the community. After the input two sites were selected to take to the City and Mountain Rides Board.
- March 6, 2013. Mountain Rides Committee Meeting. Mountain Rides Board, staff and Lisa Horowitz met to discuss the sites and to make a recommendation to Ketchum City Council and to the whole Mountain Rides Board.
- March 20, 2013. Mountain Rides Board Meeting. The working group for the Transportation Hub process made a final presentation to the Mountain Rides Board with their comments and site recommendations. The plan was to make a presentation to the Ketchum City Council with a concept and project plan.
- April 2013. Final conceptual. Mountain Rides and the City of Ketchum worked on a final concept design for a split facility utilizing existing bus stops in front of the Visitors Center and in front of the Elephants Perch, around the intersection of Sun Valley Rd. and East Ave.
- May 15, 2013. Mountain Rides Board Meeting. Mountain Rides approves conceptual design of facility.
- June 3, 2013. Ketchum City Council Meeting. Ketchum City Council approves conceptual design of facility.

ATTACHMENT 2

Ketchum Transportation Hub Approved Conceptual Design



ATTACHMENT 3

Federal Transit Administration 3rd Party Clauses

Mountain Rides Agenda Item Summary

<u>Date:</u>	<input type="text" value="09/18/2013"/>		
<u>From:</u>	<input type="text" value="Wendy Crosby"/>		
<u>Subject:</u>	<input type="text" value="5g. Approval of 2nd Revision of FY2013 Facilities Fund to reflect additional funds from KURA"/>		
<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 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="FY2013"/>		
<u>Related Policy or Procedural Impact:</u>	<input type="text" value="FY2013 Budget"/>		
<u>Background:</u>	<input type="text" value="Ketchum URA has approved a contribution of \$50,000 to the Ketchum transportation hub project. These funds were not expected until next fiscal year but the URA has funds available this year. The FY2013 Facilities Fund budget has been revised to show these additional funds."/>		

Mountain Rides Transportation Authority
Facilities Fund: FY2013 Budget, revised 6/19/2013

	Original Adopted Budget Oct. 1, 2012- Sept. 30, 2013	Revised Adopted Budget Oct 1, 2012 - Sep 30, 2013	Second Revised Adopted Budget Oct 1, 2012 - Sep 30, 2013	Comments
Income				
41104 - Federal Funding - Stimulus	12,000.00	9,641.00	9,641.00	remainder funds for east fork
41105 - Federal Funding - State of Good Repair	0.00	0.00	0.00	
41106 - Federal Funding - 5309: Facility	624,000.00	0.00	0.00	no purchase of south valley facility in this FY
41106 - Federal Funding - 5309: Facility	160,000.00	0.00	0.00	"
41105 - Federal Funding - 5309 2011 Bus Livability	28,000.00	28,000.00	28,000.00	East Fork improvements
41106 - Federal Funding - 5309 2011 Bus Livability	312,000.00	0.00	0.00	no Hub in this FY
43000 - Local Funding (see breakdown)	98,992.00	98,992.00	98,992.00	
43100 - Local-Ketchum	50,000.00	0.00	50,000.00	expect to receive URA funds for HUB
48000 - Transfers	0.00	0.00	0.00	
49000 - Interest Earned	100.00	100.00	100.00	
Total Income	1,285,092.00	136,733.00	186,733.00	
Expense				
66100 - Construction- East Fork Shelters	13,000.00	13,000.00	13,000.00	shelter + glass and enclosed sides
66100 - Construction- East Fork curb, sdwlk, path	35,000.00	35,000.00	35,000.00	construct costs exclusive of shelter
66200 - South Facility Acquisition	780,000.00	0.00	0.00	no purchase of south valley facility in this FY
66200 - South Facility Construct Improvmnts	187,500.00	0.00	0.00	"
66300 - South Facility Design/Plan	12,500.00	0.00	0.00	"
66400 - South Facility Move in	8,000.00	0.00	0.00	"
66500 - Ketchum Facility Upgrades	12,000.00	7,000.00	7,000.00	paint, carpet, security upgrades
66000 Ketchum Transpo Hub	390,000.00	0.00	0.00	no Hub in this FY
Total Expense	1,438,000.00	55,000.00	55,000.00	
	-152,908.00	81,733.00	131,733.00	
 Starting Fund Balance on 10/1/12	 20,000.00	 20,000.00	 20,000.00	
Net Income for FY2013	-152,908.00	81,733.00	131,733.00	
Ending Fund Balance on 9/30/13	-132,908.00	101,733.00	151,733.00	

breakdown of local funding

Ketchum	44,684.00
Hailey	5,535.00
Bellevue	-
Blaine County	10,507.00
Sun Valley	23,447.00
Sun Valley CO	14,819.00
total	98,992.00

Mountain Rides Agenda Item Summary

Date:

09/18/2013

From:

Jason Miller and Jim Finch

Subject:

5h. Review draft FY2014 MRTA transportation service plan

Committee Review:

☒ yes

☐ no

Committee

Planning & Marketing

Purview:

Previously
discussed at board
level:

☒ yes

☐ no

Proposed Action:

Discuss

Fiscal Impact:

within budget for FY2014

Related Policy or
Procedural Impact:

FY2014 adopted budget, FY2014 Transit Service Plan

Background:

Attached is a presentation regarding proposed changes and adjustments to routes, schedules and service levels.

This is a draft plan - the final plan will be adopted in October, subject to additional public process, comments and updates.



FY2014 Transit Service Plan – for Board discussion 9/18/13

- **Review FY2013**
- **Recommendations for FY2014**
- **Route by Route look**
- **Options and Considerations**



Year in review – FY2013

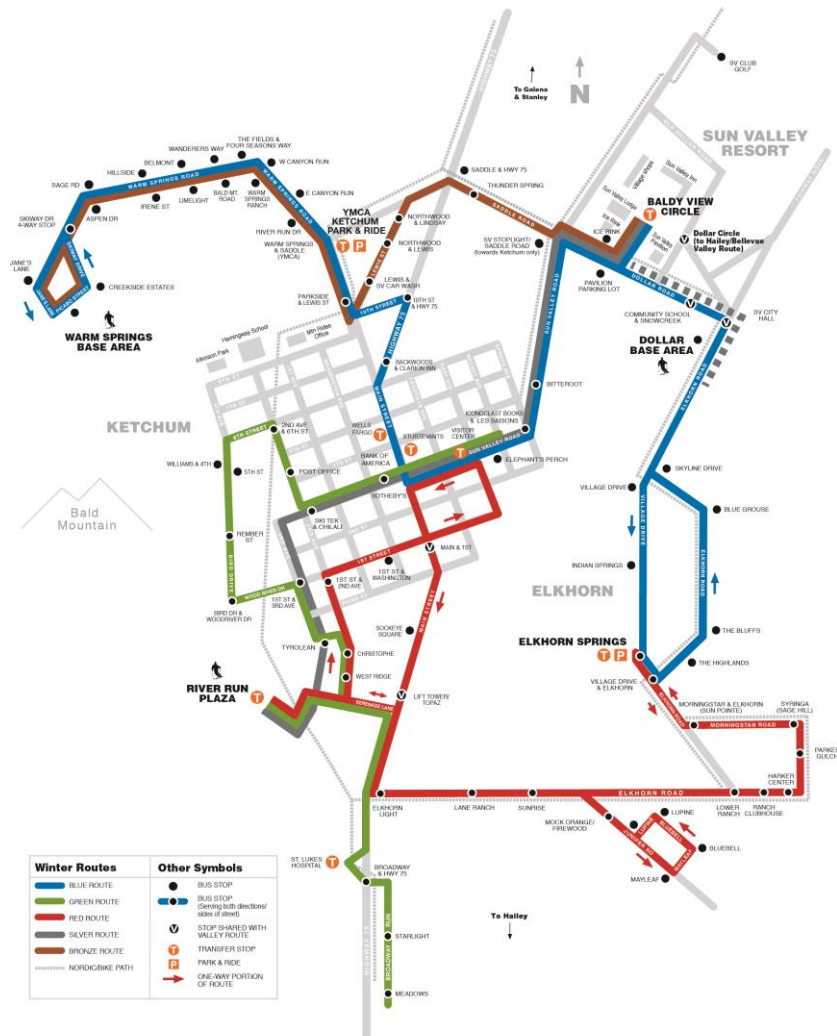
■ Adjustments and cuts

- Duplicative Gold Route eliminated
 - Riders picked up by Blue and Silver routes – approx. 5000 riders over 650 hours (8 pass per hour, \$65 per hour cost)
 - Service to Sun Valley Club was a SV Co. concern
- Red Route cut in slack, peak winter service improved
 - Riders on Red Route most concerned about winter and summer service
 - About 600 riders affected over 800 hours of service (0.75 pass/hr, \$58 per hr cost)
- Valley Route adjusted
 - 1 morning trip was cut
 - Midday service was cut to Bellevue and Sun Valley Lodge due to construction concerns and delays
 - Approximately 3000 less riders to date, as a result

All of these balanced needs with realities

■ Capital needs

- IC buses continue to be a challenge, Sprinters still solid, Gilligs are aging and will need to be refurbished and replaced
- New facility in Bellevue/Hailey still a critical need for supporting Valley, Hailey and vanpool



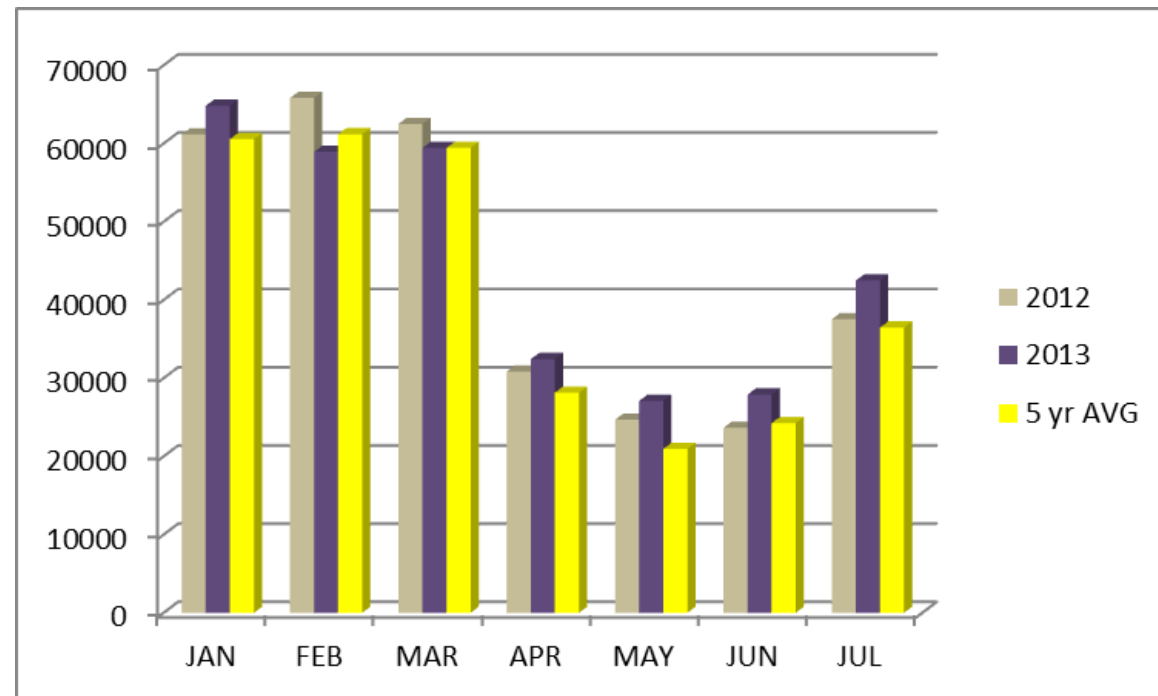
Year in review – FY2013 (cont)

■ Ridership still strong

- Valley Route on track to be 12% up for 2013 over 2012
- Vanpool ridership up significantly (20-30%)
- Overall system ridership up 1-2%

■ Opportunities

- Additional services between here and Twin Falls
- More involvement in senior or Medicaid transportation



FY2014 Staff Recommendations

- Keep system in tact as much as possible
 - Blend cuts resulting from cost increases, support need
 - Keep year-round routes like Valley, Blue and Hailey adequately supported
 - Look to opportunities with Green and Bronze for reductions
 - Keep Silver and Red supported for strong seasonal service
 - Start moving towards hub concept at Perch and Visitor Center
- Start system route rebuild now with goal of completion by April 2014
 - Valley Express option
 - Green adjustments
 - Blue 1 and 2 improvements
 - Better integration with downtown Ketchum transportation hub
 - Possibility of Ketchum downtown circulator
 - Think about utilizing shadow service to test and transition

Service level recommendations

■ Bucket

□ FY2013 = 28,030

□ FY2014 = 26,340

■ Decisions

□ Apply cuts equally

□ Apply cuts on ridership

□ Apply cuts on funding

□ Blended

■ Staff approach

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

Public outreach plan

- Handout flyers to riders – Notify riders of upcoming changes
- Outreach to hotels/property managers, schools, SV Co., employers, partners
- Email newsletter (1000 on distribution list) and Facebook posting (700 likes)
- Public “Scout your Route” workshop event
 - Ketchum – Monday, September 30th at Noon
 - Hailey – Monday, September 30th at 5:30pm
- Public comment at Sept and Oct board meetings
- Started late August, Complete late September

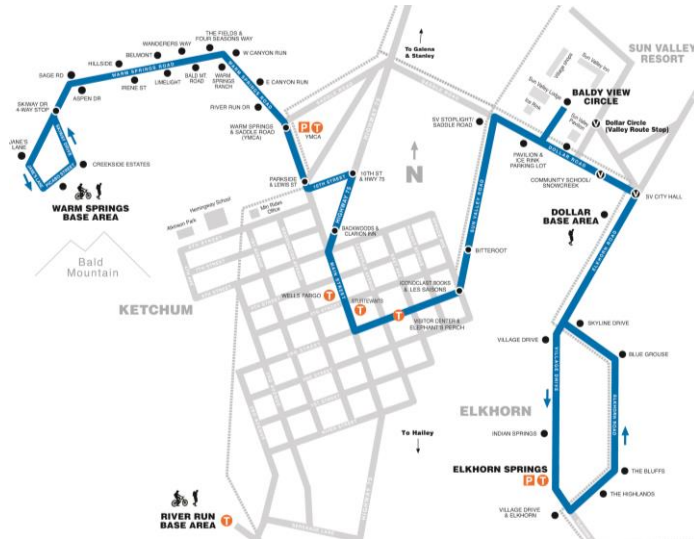
Public comments to date

- Run Blue Route until 10p or 10:30p year round
- More frequent and reliable service to W Ketchum (Green Rte) year round without the frustrating service changes and confusion
- Convenient access to the airport, esp on weekends and holidays – walking from Hitch Rack stop (approx $\frac{3}{4}$ of a mile) is not convenient
- Run $\frac{1}{2}$ hour service on Blue Route year round
- Southbound Valley Route should be able to go to Meadows whenever Green Rte is not running, specifically from 10:30a-2:30p
- Green Rte should run like it does in the winter on a year round basis – with no gap and with weekend service
- All buses should have A/C
- Midday trips on Valley Rte to Bellevue need to be restored
- Valley Route should have a stop at the Post Office to allow for easier airport access when Hailey Route isn't running
- Red and Blue Routes should deviate to serve Post Office
- Red Route should start one hour earlier in order to get people to work by 8am
- Blue Route is too slow to ride from Warm Springs to Sun Valley
- Blue Route late night buses year-round like winter
- Add a new Valley Route trip at 5:30a M-Sat

Route by Route service options for FY2014

- Options for improvements with offsets
- Other considerations for each route and how it operates

Blue Route – FY2014



Red Route



- FY2013 Hours = 8000
- FY2014 Hours Recommended = 8000
- Options for Improvements
 1. Run Blue 2 year round am and pm
 - a. Reduce Blue 1 in slack and reduce Blue 2 in peak winter to offset
 2. Run Blue 1 later at night year round
 - a. Reduce Blue 2 in summer

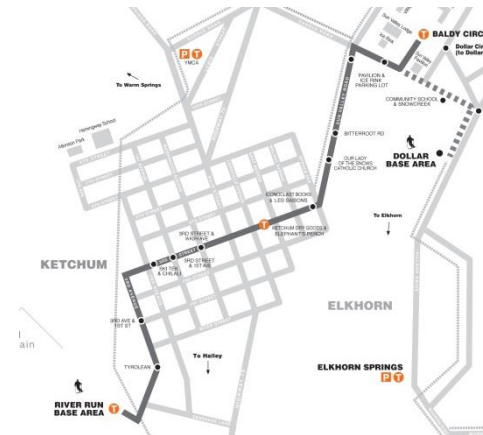
- FY2013 Hours = 2800
- Total Hours Recommended = 2800
- Options for Improvements
 1. Run Red 2 for 1 additional hour to give later ski day service during peak winter
 - a. Offset hours from Red 1 evening summer service (still run late night service on symphony nights only)
 2. Run Red 1 and Red 2 for entire winter
 - a. Reduce Red 1 hours in the summer to offset

Green Route



- FY2013 Hours = 2850
- FY2014 Hours Recommended = 2000
- Options for Reduction
 1. Eliminate midday service year-round
 - a. Currently runs all day long during winter
 - b. Have Valley Route go into Meadows during the midday to still provide connection
 2. Increase midday gap
 - a. Take one hour out of midday so no service 10a-2p
 - b. Again, have Valley route go into Meadows during midday

Silver Route

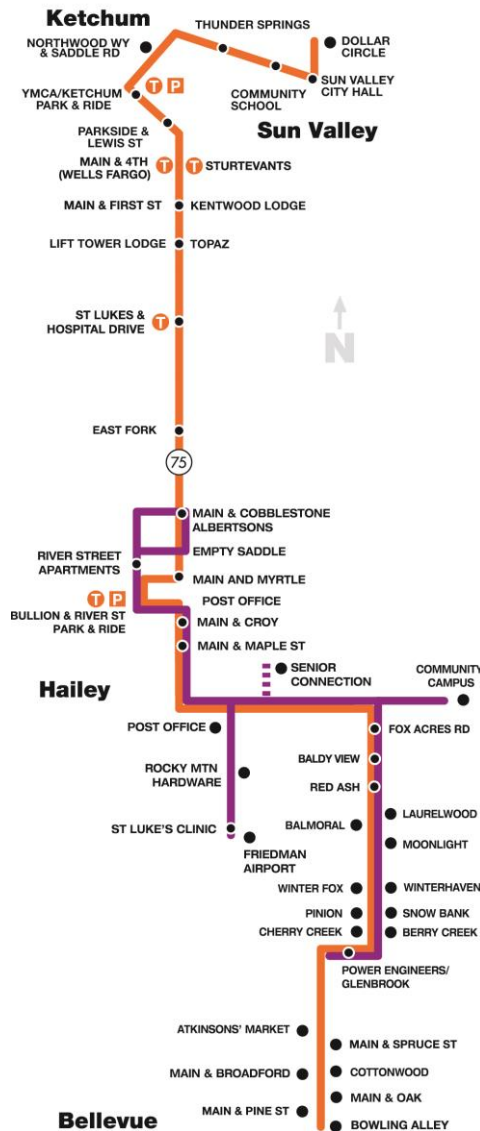


- FY2013 Hours = 2600
- FY2014 Hours Recommended = 2600
- Options for Improvements
 1. Look at possibility of both Silver Route buses going to \$ each trip
 - a. Makes schedule much tougher to keep
 2. Not much else needed – very solid route

Bronze Route



- FY2013 Hours = 750
- FY2014 Hours Recommended = 500
- Options for Reduction
 1. Add midday gap
 - a. Blue Route still provides connection during midday
 2. Reduce days of service with focus on weekends and holiday weeks
 - a. Could be confusing for public and harder to staff



Valley Route

- FY2013 Hours = 9000
- FY2014 Hours Recommended = 8600
- Options for Improvements/Reductions
 1. Reduce weekend midday service
 - a. Softer ridership
 2. Add additional afternoon trip
 - a. Has growth potential, offset could be weekend reductions
 3. Return to schedule that existed pre-June of 2013 for better connectivity and service
 - a. Would provide better overall system, offset with weekend reductions

Hailey Route

- FY2013 Hours = 2000
- FY2014 Hours Recommended = 2000
- Options for Improvements
 1. Look at adjusting morning service period to help with commute loads – start at 7:30am
 - a. Would help relieve school trip pressure on Valley Route
 2. Weekend service is unfunded but would be nice
 - a. Better connection to airport

Hour adjustment options

*** NOTE – this needs more staff time and will be sent out by Tuesday of next week – sorry for the delay ***

The intent here is to show how each service change will impact positive or negative and how we could make the adjustments – much work and calculation is required

Route	Adjustment	Hour Impact
Blue 2	TBD	+
Blue 1		-
Green		-
Bronze		
Valley		

Mountain Rides Agenda Item Summary

<u>Date:</u>	<input type="text" value="09/18/2013"/>		
<u>From:</u>	<input type="text" value="Jason Miller and Wendy Crosby"/>		
<u>Subject:</u>	<input type="text" value="5i. Update on released and upcoming RFPs and RFQs under \$25,000"/>		
<u>Committee Review:</u>	<input checked="" type="radio"/> yes <input type="radio"/> no	<u>Committee Purview:</u>	<input type="text" value="Finance & Performance"/>
<u>Previously discussed at board level:</u>	<input checked="" type="radio"/> yes <input type="radio"/> no		
<u>Proposed Action:</u>	<input type="text" value="Review"/>		
<u>Fiscal Impact:</u>	<input type="text" value="All solicitations are included in FY2014 budget and reflect estimates"/>		
<u>Related Policy or Procedural Impact:</u>	<input type="text" value="FY2014 Adopted Operating Fund budget"/>		
<u>Background:</u>	<div>As was discussed at the last board meeting, the current procurement policy doesn't require board approval for RFPs or RFQs issued under \$25,000, but this may change (see agenda item 5.j. in this packet).</div> <div>In anticipation of possible change, all current RFPs, RFQs and Bids are attached in a summary format for your review and input.</div>		



**Current status of RFPs/RFQs/Quotes
Sept/Oct 2013**

RFQ:	Legal services
Scope:	MRTA lawyer on contract for all legal needs
Estimated cost:	\$190-230 per hour is range of estimated responses with annual total of \$8,000 - \$10,000
Timeline:	Release after approval at August board meeting, selection by late September
Criteria:	Qualifications with negotiation on hourly cost to follow.
CURRENT STATUS:	Released, responses due 9/25.
RFP:	Graphic Design
Scope:	Independent graphic design contractor for doing our schedule layouts, logo updates/branding, printed materials and ads
Estimated cost:	\$60-90 per hour is range of estimated responses with annual total of \$4,000-\$5,000
Timeline:	Release after September board meeting, selection by early October, ready for winter schedule design
Criteria:	Cost and experience
CURRENT STATUS:	To be released 9/20, responses due 10/8.
RFP:	Ketchum Transportation Hub design and engineering
Scope:	To carry out design and engineering of street improvements, shelters, lighting, landscaping and street amenities (bike racks, benches) for hub project at East Ave. and Sun Valley Rd.
Estimated cost:	\$40,000 - \$50,000
Timeline:	Release after approval at September board meeting, selection by late October, design started by early November
Criteria:	Qualifications, project approach and cost
CURRENT STATUS:	To be released September 20, responses due 10/18.

RFP: Bus advertising
Scope: Advertising representative to sell exterior and interior ads on all buses to local and national customers
Estimated cost: 20-35% of program revenue (approx. \$10,000-\$15000)
Timeline: Approved Aug board meeting, release in September, selection by early October
Criteria: Qualifications, cost, experience, approach
CURRENT STATUS: Released, responses due 9/27.

Quote/Bid: Appraisal of county owned lots in Bellevue
Scope: To establish fair market value for the purpose of setting the in-kind match value for Federal Transit Administration
Estimated Cost: \$2000
Timeline: Subsequent to discussions with Blaine County on transfer of lots. Anticipated release in early October.
Criteria: MIA certification and cost
CURRENT STATUS: Awaiting response from Blaine County on date for presentation to the commissioners.

Quote/Bid: Drug and alcohol testing and background checks
Scope: Dept of Transp (DOT) required testing services for urine and saliva lab results and reporting plus background checks
Estimated cost: \$3,000-\$4,000 per year for current employee count
Timeline: Release after approval at Aug board meeting, selection by late September
Criteria: Cost and experience with DOT testing procedures
CURRENT STATUS: To be released 9/18, responses due 9/27.

Mountain Rides Agenda Item Summary

<u>Date:</u>	<input type="text" value="09/18/2013"/>		
<u>From:</u>	<input type="text" value="Jason Miller and Wendy Crosby"/>		
<u>Subject:</u>	<input type="text" value="5j. Update to Procurement Policy 101 regarding limits of board approval for solicitations"/>		
<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="No fiscal impact, just policy impact"/>		
<u>Related Policy or Procedural Impact:</u>	<input type="text" value="Procurement Policy 101"/>		
<u>Background:</u>	<div><p>As was discussed at the last board meeting, the current procurement policy may not give the amount of input that the board would like to have on solicitations and the resulting contracts.</p><p>Attached are the relevant pages from the current policy and a chart with suggestion on how to improve the current policy \$ levels, based on staff knowledge, board input and committee input.</p><p>Once the full board has discussed, we can make further adjustments and put on the October agenda for full board approval.</p></div>		

Procurement Policy 101 Solicitation Threshold Changes

Current Procurement Policy - all funds		Proposed Change - Operating Fund		Proposed Change - Capital Funds	
Procurement Value	Policy	Procurement Value	Policy	Procurement Value	Policy
< \$5,000	Approval by appropriate department head if w/in budget and using best value practices	< \$3,000	Approval by appropriate department head if w/in budget and using best value practices	< \$5,000	Written approval of ED to release solicitation and issue resulting contract/PO, w/in budget
\$5,001 - \$25,000	Written approval of ED to release solicitation and issue resulting contract/PO, w/in budget	\$3,001 - \$7,500	Written approval of ED to release solicitation and issue resulting contract/PO, w/in budget	> \$5,000	Written request by ED to Board; board approval of solicitation release; board approval of resulting contract
\$25,001 - up	Written request by ED to Board; board approval of solicitation release; board approval of resulting contract	\$7,501 - up	Written request by ED to Board; board approval of solicitation release; board approval of resulting contract		

Policy Section 100 - Financial

Policy 101: Procurement

Issued: April 27, 2011

Revised: February 19, 2013

Revised: March 20, 2013

A. Purpose:

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

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

C. Definitions

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

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

Policy Section 100 - Financial

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

D. Procedures:

All vendors from which purchases are made must be in the MRTA accounting system. All purchases will be made, regardless of the amount, with the intention of getting the best possible price for the goods and/or services without compromising on the quality, reliability, timeliness, etc. of the goods and/or service.

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

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

- a. All purchases under or equal to \$5000 may be made by the appropriate department head and/or delegate. However, if the purchase will cause MRTA to be over budget in that particular expenditure category, written pre-approval of the Executive Director is necessary before purchasing the goods/services. MRTA has a "best price practice" meaning that generally the lowest cost supplier is preferred HOWEVER, other criteria such as reliability, quality, timeliness, etc., are also factors considered in the decision.
- b. All purchases over \$5,000 and up to or equal to \$25,000 for goods/services need the written approval of the Executive Director before the purchase is made. In addition, Purchases will be recorded in a log (Exhibit 2) that tracks the purchase process, including quotes received, vendor selected and reason for selection. Once the Executive Director has reviewed the request to ensure the purchase doesn't cause MRTA to be over budget and that the cost is reasonable, prudent and necessary and that quotes received are appropriate, approval is granted by indicating on the log.

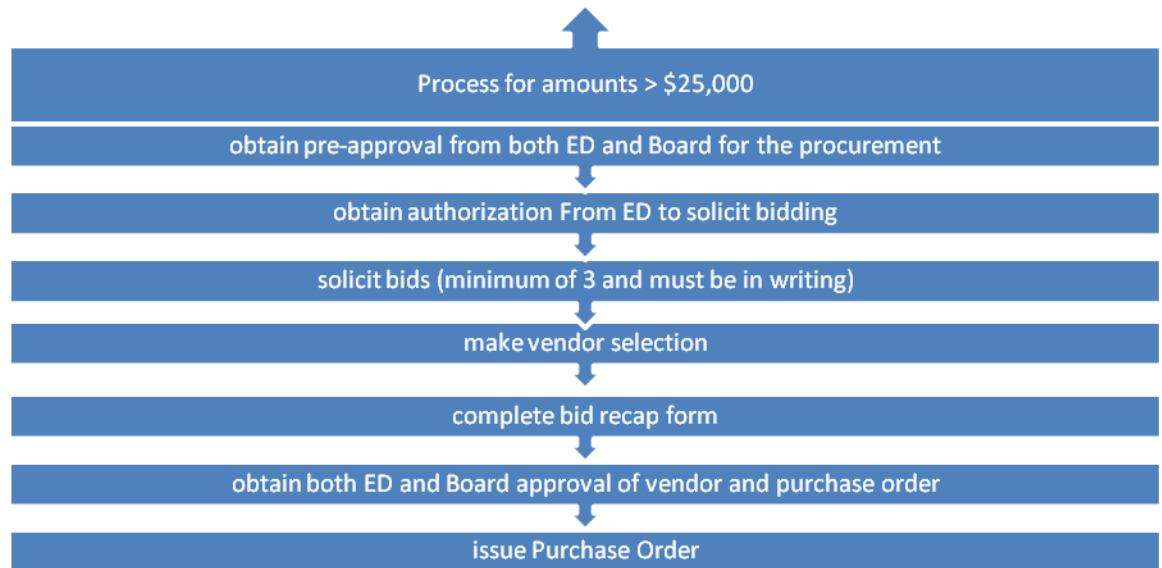
Policy Section 100 - Financial

- c. All purchases over \$25,000 and up to or equal to \$50,000 require compliance with State and applicable Federal Laws as outlined in Idaho Code, Title 67 State and Government Affairs Chapter 28 Purchasing by Political Subdivisions, Sections 67-2806 and 67-2808, or any successor thereto regarding the procurement process. This section of the Idaho Code requires a solicitation for a minimum of 3 written bids, a compilation of the bids and approval by the Board of the bid selected. In addition to these requirements, the following MRTA procedures must be completed:
- i. written pre-approval of the request by the Executive Director,
 - ii. written pre-approval of the request by the MRTA Board of Directors, if it is a new request (pre-approval is not required for bids that cover an expense that is reoccurring, i.e. a bid for Health coverage, insurance coverage, tires, fuel, etc.)
 - iii. Solicitation of bids (Exhibit 3)
 - iv. Recap of bids and selection of vendor (Exhibit 4)
 - v. a MRTA Purchase Order (Exhibit 5 attached)

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

- d. If an emergency and/or unexpected incident occurs for which the purchase of the goods and/or service is critical to keep MRTA fully functioning and the amount exceeds \$25,000, the MRTA Board must declare by written resolution that an emergency exists and that public interest and necessity demand the immediate expenditure, pursuant to Section 67-2808, or any successor thereto. Once the Board declares an emergency, the Executive Director is authorized to make the purchase without complying with bid procedures, as outlined in Section 67-2808, or any successor thereto. The Executive Director shall prepare a report for the next regularly scheduled meeting of MRTA's Board of Directors describing any procurement made under emergency/exigent circumstances for a procurement costing more than \$25,000. This exception only applies to ensure that MRTA can maintain fully functional and not be forced to reduce its services to the public.
- e. All purchases over \$50,000 have the same requirements outlined in c. above and in addition, require a sealed bid process as detailed in Section 67-2806 of the Idaho Code (<http://www.legislature.idaho.gov/idstat/Title67/T67CH28SECT67-2806.htm>), or any successor thereto. This section of the Idaho Code requires two public notifications of the request for bids, written specifications/instructions for bids, and receipt of sealed bids.

Policy Section 100 - Financial



E. Capitalization Policy:

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

F. Compliance with ITD and Federal grant requirements

- a. A PROCUREMENT funded in full or in part pursuant to the terms of a **federal grant** or loan shall be advertised, prepared, awarded, performed, and administered in compliance with all applicable requirements of federal laws, regulations and orders whenever compliance with those laws, regulations and orders is a prerequisite of federal financial assistance. A PROCUREMENT funded in full or in part pursuant to the terms of a **state grant** or loan shall be advertised, prepared, awarded, performed, and administered in compliance with all applicable requirements of state laws, regulations and orders whenever compliance with those laws, regulations and orders is a prerequisite of state financial assistance. All procurements shall be carried out in accordance with applicable state laws and implementing regulations and applicable requirements of the state or federal financial assistance.
- b. In addition to complying with the above procedures, local and DBE Vendors should be included for consideration and must be used where appropriate and available under the ITD guidelines.

Mountain Rides Agenda Item Summary

<u>Date:</u>	<input type="text" value="09/18/2013"/>		
<u>From:</u>	<input type="text" value="Jason Miller"/>		
<u>Subject:</u>	<input type="text" value="5k. Review critical path documents for important projects and draft master calendar"/>		
<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="Discuss"/>		
<u>Fiscal Impact:</u>	<input type="text" value="None"/>		
<u>Related Policy or Procedural Impact:</u>	<input type="text" value="All MRTA board related activities, policies and programs"/>		
<u>Background:</u>	<div><p>The need for a master calendar and critical path for key projects has been identified at previous board meetings. A draft of the master calendar for recurring activities is attached, as well as critical path timeline for large capital projects.</p><p>This master calender will continue to be developed over the coming month and will be adopted in October, along with the possibility of using a collaborative tool like Google Calendar to input all the dates and share among board and staff.</p></div>		

MASTER CALENDAR

Recurring activities

Typical month

Planning and Marketing Committee

Finance and Performance Committee

Board Meeting

Grant Reimbursements

Internal

Typical year

Operating and capital budget development

Capital Improvement plan development

Transit service plan

Performance indicators and annual ridership reports

Marketing and communications plan

Federal Grants

Agreements with partners

Updates to internal policies

Employee manual

Employee compensation

Charter policy and rates

Financial policies

Other

Strategic Planning

Every 2-3 years

Joint Powers Agreement review

By-laws and guiding documents review

Long range transit service plan

Board member seats

Operating and maintenance policy review

Operator manual/passport

Maintenance manual

Title VI Civil Rights plan

ADA policy

Safety and Security plan

Drug and alcohol plan

Compensation peer comparison

Performance peer comparison

Ketchum Transportation Center (KTC) Critical Path – 2013-2014

RFP for design

- Released by MRTA
- Collaboration with Ketchum

Sept – Oct
2013

Design and Engineering

- Scope defined, stakeholder meetings
- Complete by Feb/Mar

Nov 2013 –
Mar 2014

Approvals from City, ITD

- All necessary entitlements from city, property owners

Feb/Mar
2014

Construction bid

- Based on design docs
- Approval from city and MRTA prior to release

Apr 2014 –
May 2014

Construction

- 2014 construction season
- Phased construction plan, dependent on funding

June –
Aug 2014

South Valley Facility Critical Path – 2013-2014

Secured interest in land

- Work with Blaine County
- Establish in-kind w/FTA

Sept – Oct
2013

DBE Policy Update

- Use Pocatello and FTA as resources
- File and update complete before design

Nov 2013 –
Mar 2014

Approvals from City, FTA, Southern Belle

- All necessary entitlements from city, property owners

Feb/Mar
2014

Design/Engineering RFP

- LEED building, option specs for bid alts

Apr 2014 –
May 2014

Construction

- Bid in Spring 2014
- Start construction in July 2014; complete by Jan 2015

May 14 –
Jan 15



MINUTES

Planning and Marketing Committee, Wednesday, 9/11/13, 1:00pm

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

In Attendance: Steve Wolper, Nils Ribi, Jason Miller, and Kim MacPherson

No quorum, for discussion purposes only

Start: 1:00pm

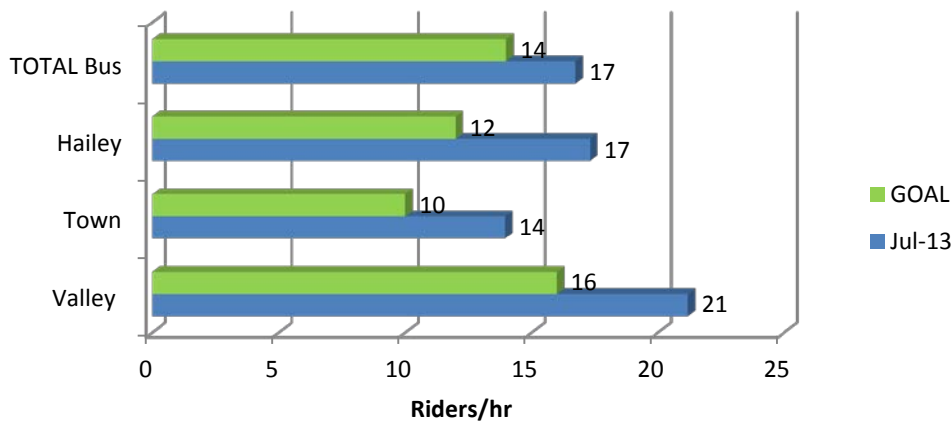
Adjourn: 3:05pm

- 1) Discuss approach to acquiring a controlling interest in county owned lots in Bellevue
 - a. The group looked at the Blaine County guiding principles document and will make a presentation to the Blaine County Commissioners.
- 2) Review upcoming RFPs and RFQs and adjustments needed to associated policies
 - a. The group discussed what the threshold should be for Board approval.
- 3) Discussed updates to MRTA by-laws
- 4) Review draft of FY2014 transit service plan
 - a. The service plan was discussed in detail for each route. Jason will make suggested adjustments and will bring before the BOD at the next board meeting.
- 5) Other items to come before the committee

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.

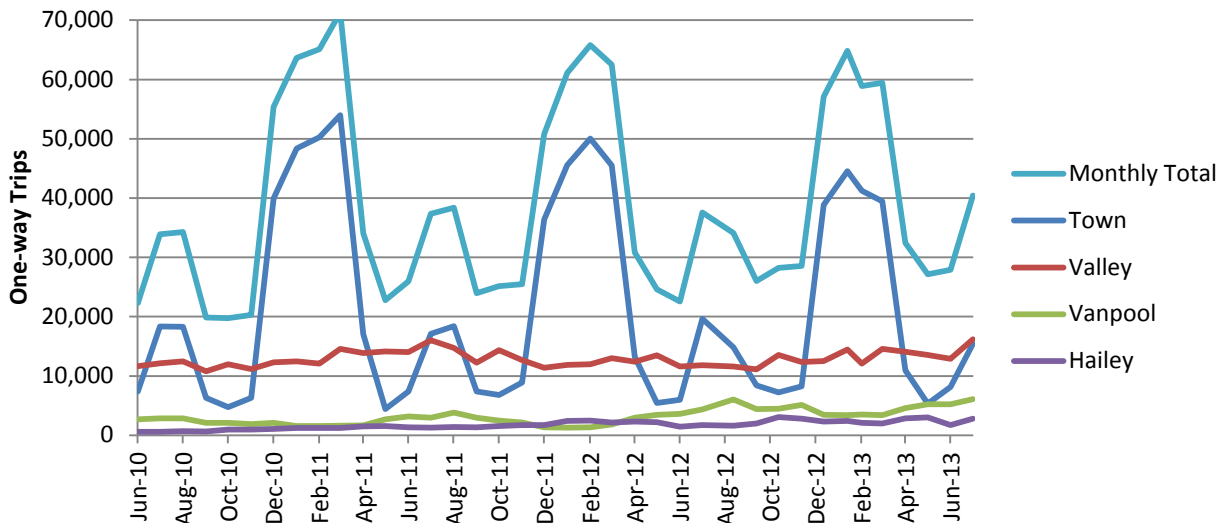
PERFORMANCE DASHBOARD - RIDERSHIP, JULY 2013

Ridership per hour

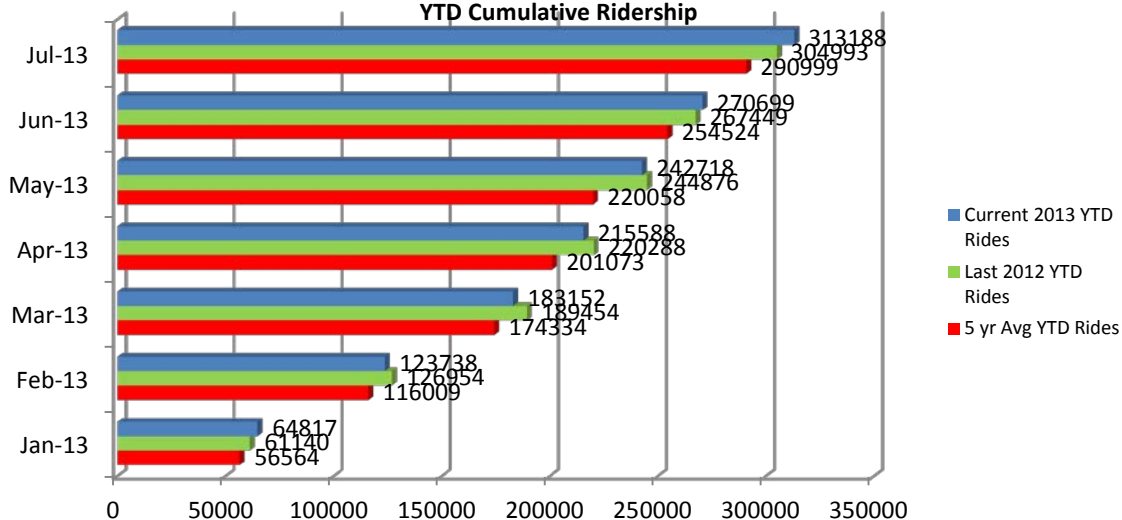


Definition: One way rides for the month divided by the number of bus revenue service hours for the month (aka productivity) - being higher than goal is good. 15 is reasonable goal for a resort-rural fixed route system.

Ridership by month - previous 3 years



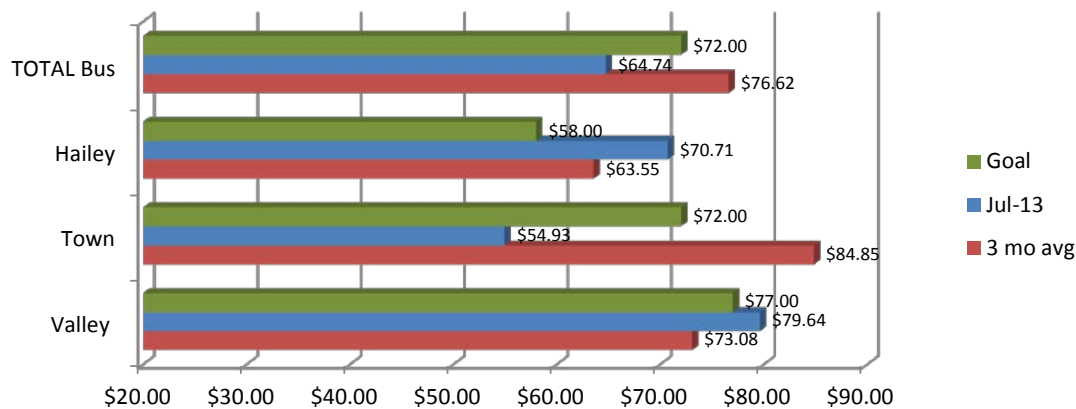
YTD Cumulative Ridership



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.

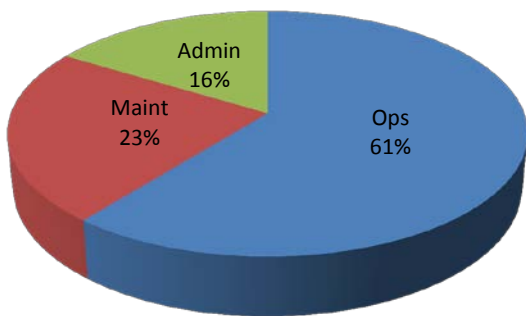
PERFORMANCE DASHBOARD - FINANCIAL, JULY 2013

Costs per hour

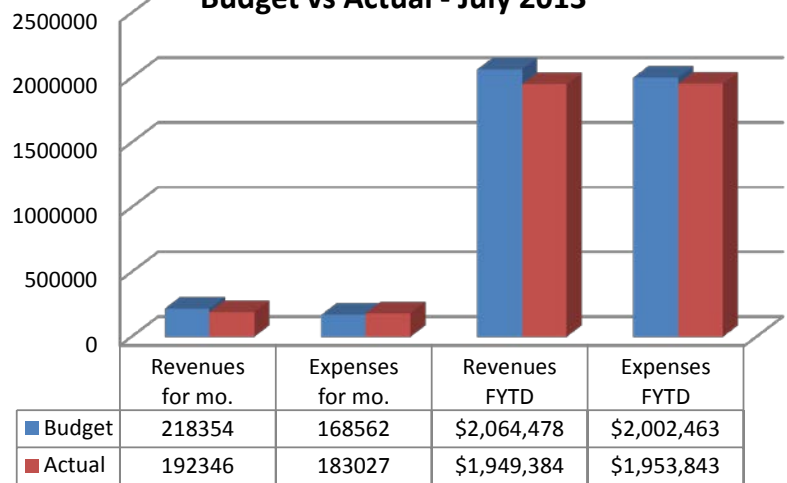


Definition: Monthly costs divided by the number of bus revenue service hours operated for the month. Being lower than goal is good. Monthly numbers are compared to 3 month average in order to give a longer time period for reference (monthly fluctuations can be great).

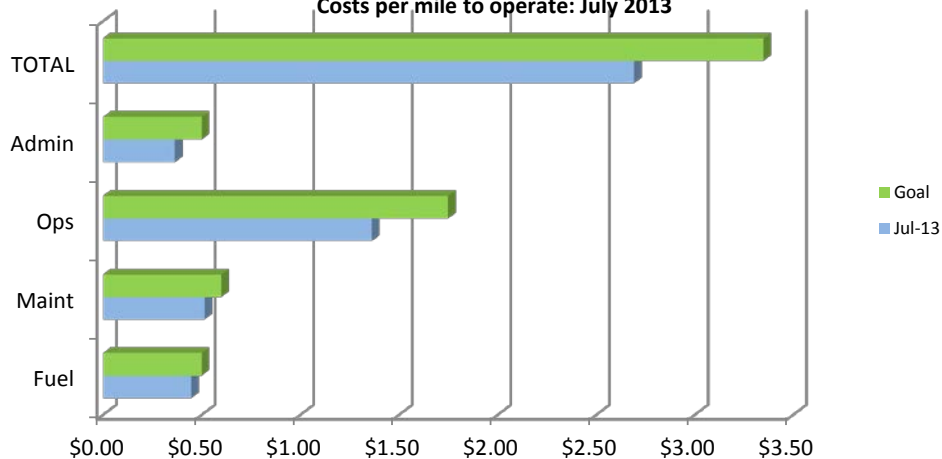
Costs by Department, July 2013 (total costs = \$183,027)



Budget vs Actual - July 2013

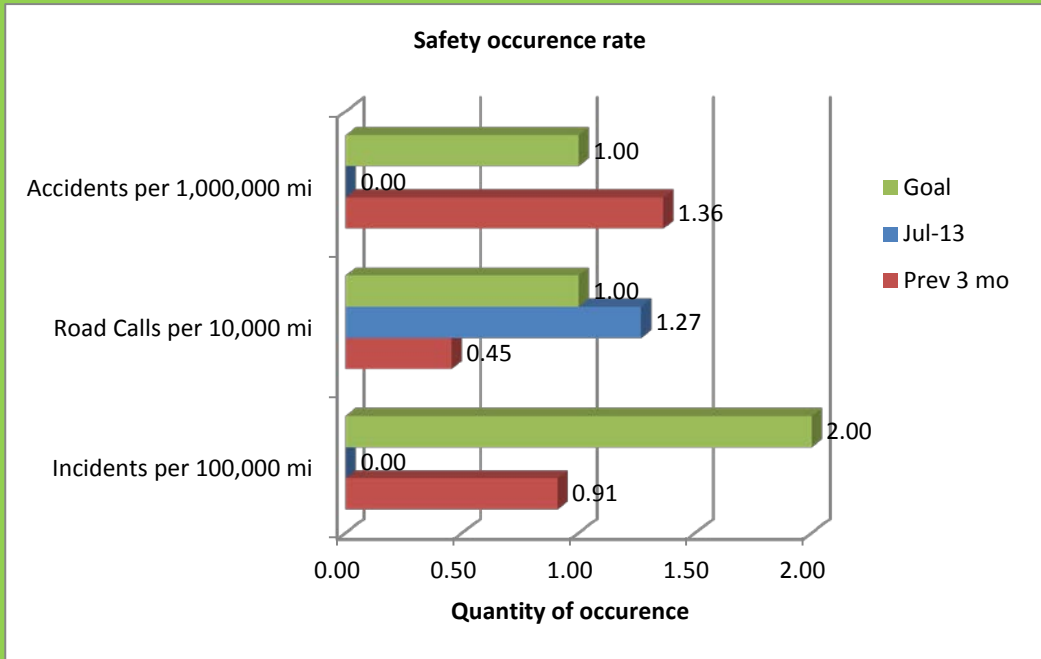


Costs per mile to operate: July 2013



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, JULY 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	May-13	Jun-13	Jul-13
<i>Incidents</i>	1	1	0
<i>Accidents</i>	0	1	0
<i>Road Calls</i>	2	0	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: 798**

Mountain Rides Staff Report

Date:

09/18/2013

Staff Member:

Jim Finch

Department:

Operations

Department
Highlights from the
Previous Month:

Beaver Creek Fire disrupted services August 14-24. Prior to pre-evacuation of Ketchum on August 16th many of our customers were closed due to heavy smoke. Service was shut down on August 17 and various routes were operating on abbreviated schedules through August 21. All routes resumed service on August 22nd.

Ridership numbers for the Month showed a 1% gain over August of 2012:

Town Routes Total 4% increase: Blue -6% Red -14% Green +46%

Hailey route +77% over 2012

Valley route 1% gain over 2012 Vanpool services +47% over 2012

Numbers in dashboard display JULY 2013.

Progress on
projects/initiatives:

Safety: No Accidents or Incidents in August 2013

Customer Service: Fire disrupts service- MRTA made major efforts through social media to inform our customers.

Challenges/
Opportunities:

Mountain Rides Staff Report

Date:

09/18/2013

Staff Member:

Rod Domke

Department:

Maintenance

Department
Highlights from the
Previous Month:

Continuing Safety practices, 798 days without loss of employee time. No accidents or incidents.

The Beaver Creek fire efforts were a great success. MRTA was ready to take action for evacuations with 4 extra buses ready to go at a moments notice. We were also able to keep Incident Command informed of which routes were running or not. This helped the public know how and when they could get around.

Progress on
projects/initiatives:

The East Fork shelter project is complete.

Maintenance has hired a new part time weekend mechanics assistant. I would like to introduce Mike Harder. Mike has driven for us in the past and has great mechanical ability. I believe he will be an asset to the team, and allow other employees to receive more formal training.

Challenges/
Opportunities:

IC buses continue to fail, unfortunately. Now that the vehicles are compiling higher mileages, there are areas on the buses that are no longer covered by warranty. We will be performing a lot of the repairs ourselves. Some of the failing parts are hard to receive and are expensive.

Bus 24 is still at Rush Truck, it is receiving a new engine. We hope to have it back by this board meeting.

Parts are getting much harder to acquire. With the lagging economy, everyone is reducing their inventories.

That said, moving forward, I believe we need to increase our inventory. This would shorten down time of vehicles dramatically.

FY 2012-13
UNSCHEDULED MAINTENANCE LOG

Road						
DATE		BUS #		Call	MILEAGE	REASON
08/07/13	26	no	137,000	Fuel rail pressure - Electrical issue - Rush warranty		
08/12/13	27	Yes	148,000	Passenger door won't close		
08/14/13	24	no	67100	Engine popping back through intake valve - Rush warranty		
08/27/13	6	no	835,243	Rear differential making noise - Pinion bearings defective		

Untimely Maintenance FY12/13

Date of failure		Date of repair		Reason
8/14/2013	24	67100		Engine popping back through intake - Towed to rush - New Engine.

Mountain Rides Staff Report

Date:

09/18/2013

Staff Member:

Kim MacPherson

Department:

Marketing Outreach

Department
Highlights from the
Previous Month:

I attended the first BCSD vendor fair which was held at the Community Campus for all the staff of BCSD. It was very well attended and I was able to help quite a few of the staff members with information on taking the bus.

Progress on
projects/initiatives:

The Fall Bike to school day was today, September 18th at all the elementary schools.

I will be attending the St. Luke's Health Fair on Saturday, Sept 21st for another outreach event.

Challenges/
Opportunities:

Mountain Rides Staff Report

Date:

09/18/2013

Staff Member:

Wendy Crosby

Department:

Business-Finance

Department
Highlights from the
Previous Month:

We have been reimbursed for outstanding grants and contributions and cash flow has improved.

The East Fork project is complete and the ribbon cutting will be Sept. 19th. I hope you will be able to make it.

Progress on
projects/initiatives:

I have not had time to begin updating the DBE plan. I expect to get to this later this month. I have prepared and released the Fuel Bid (IFB) and the Bus Ad Contract (RFP). Deadlines are the end of the month and the review and selection recommendations will occur in early October.

Challenges/
Opportunities:

I am beginning to prepare for the year end audit.

Mountain Rides Staff Report

Date:

09/18/2013

Staff Member:

Jason Miller

Department:

Executive Director

Department
Highlights from the
Previous Month:

CTAI Conference - I attended the CTAI conference in Coeur d'Alene and was happily surprised at how useful it was and how much I was able to get done including progress towards RouteMatch acceptance, discussion of our south valley facility with FTA administrator, understanding of statewide technology path, and options for fueling.

Progress on
projects/initiatives:

Ketchum Transportation Hub - great progress on this project with lots of collaboration between the city and MRTA on the development of the RFP. We also received an extra \$50,000 for a total of \$100,000 from the KURA on the project.

South Valley Facility - preliminary fact finding is currently taking place and appears overall positive at this point, regarding the land in Bellevue owned by Blaine County. It should be noted that there are some challenges with our preliminary site plan including driveway widths and building material construction.

East Fork additional curb ramps - we have a training coming up on the ADA grant funds to improve the other corners at East Fork. Soon after the training we should be able to move forward with bids.

Challenges/
Opportunities:

Equipment - we have faced major problems on equipment across the board with many part delays, large IC engine issues, and sprinter turbo problems. We believe we are in upside and getting through some of the issues, but this has been a strain on operations through the last month.

Funding allocation - the first meeting of the statewide committee, of which I am a part, will take place on September 27th in Boise. I look forward to seeing if we can progress towards a more balanced approach and sensible alternative to the current county population allocation being floated.

Mountain Rides Agenda Item Summary

Date:

09/18/2013

From:

Admin

Subject:

8a. Approve August 29 Regular Board Meeting minutes

Committee Review:

☐ yes

☒ no

Committee

Purview:

Previously
discussed at board
level:

☒ yes

☐ no

Proposed Action:

Approve

Fiscal Impact:

Related Policy or
Procedural Impact:

Background:



**REGULAR MEETING
MOUNTAIN RIDES TRANSPORTATION AUTHORITY
Thursday, August 29, 2013, 12:00 p.m.
Ketchum City Hall Meeting Room, Ketchum, Idaho**

Board Members of the Mountain Rides Transportation Authority of the Cities of Bellevue, Hailey, Ketchum and Sun Valley, and Blaine County, State of Idaho, met in a Regular Meeting in the Ketchum City Hall Meeting Room, Ketchum, Idaho.

PRESENT: 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)

ABSENT: Michael David due to injury.

1. CALL TO ORDER

Chairman Susan McBryant called to order the meeting of August 29, 2013 at 12:05 p.m.

Chair McBryant asked for any amendments to the agenda.

Jason Miller advised he received an email from the City of Sun Valley regarding the timing of a contract for services. The City hoped to have a draft contract to review by September 13, 2013 which would occur before the next board meeting. Nils Ribi moved to accept a revision of the meeting agenda to include discussion and/or action as appropriate on a contract with the City of Sun Valley for FY2013/2014. Seconded by Mark Gilbert. Discussion included reasons the City of Sun Valley asked to expedite the process, revision of the master calendar to accommodate Sun Valley's schedule in the future. The motion passed unanimously.

2. PRESENTATION ITEM: PRESENTATION OF CERTIFICATE OF APPRECIATION TO VANESSA FRY

Vanessa Fry participated by telephone due to Beaver Creek Fire delays and her move to Boise in pursuit of her PhD. Mr. Miller presented her with a certificate last week, but read the certification at this meeting for the board. Ms. Fry expressed her appreciation of the board, staff, and the opportunity they have provided her. Board members thanked her for her efforts.

3. COMMENTS FROM THE CHAIR AND BOARD MEMBER THOUGHTS

Chair McBryant shared her fire evacuation experience of visiting her parents in Canada. She explained they had a car show while she was there, and that she saw an electric vehicle demonstration which she thought may apply to local transportation needs.

Peter Everett noted the need to determine one clear name for the transit hub, especially when used on the buses to designate stops. He encouraged "transportation hub."

Chair McBryant welcomed David Patrie to the board and asked him to provide a short review of his background.

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

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

5. ACTION ITEMS AND DISCUSSION ITEMS

a. Action item: (p.2-8)

Approval of preferred site location for so valley facility and associated land needs.

Discussion included the options previously considered, the current consideration of land owned by Blaine County, logistics and practicality of sites considered, seeking unimproved property versus improved properties with appropriate facilities, benefits of building to meet Mountain Rides' needs versus finding existing structures to meet those needs, and positive communications with the City of Bellevue regarding the site impacts. **Mark Gilbert moved to put on the back burner the pursuit of any sites for maintenance facilities that are currently improved, and instead, to pursue a property that is mostly unimproved on which a building could be designed and built by Mountain Rides in an environmentally friendly way for long-term use, and that staff be directed to begin the discussions necessary to evaluate the Bellevue site in Southern Belle subdivision. Seconded by Steve Wolper. The motion carried unanimously.**

b. Action item: (p.9-24)

Approval of release of RFP 0813-04 for development of BC bicycle and ped plan

Chair McBryant noted the board has previously reviewed this matter; Jason Miller concurred and added that the participating partners agreed that Mountain Rides should run the RFP process. He expressed his comfort with this and recommended the board's approval. Discussion included details and possible variations of the process, review process, funding structure and accountability within the partnerships, scheduling, and costs of administrating. **Mark Gilbert moved to approve the release of RFP 0813-04 with changes suggested by the board. Nils Ribi seconded. The motion passed unanimously.**

c. Action item: (p.25)

Approval of formation of ad hoc committee for Jason Miller's 4-month review

Chair McBryant provided an overview of this process. Discussion included possible review of records over previous years, available materials for review, timing of this work, and board availability. Chair McBryant appointed Mark Gilbert and Michael David to the ad hoc committee, and clarified that this is an annual review.

d. Action item: (p.26-28)

Approval of release of bus and van fleet fuel bid

Jason Miller provided overview and background of the bidding process. He further asked the board for their approval to allow him to begin that process. Discussion included the number of possible bidders who qualify for this service, clarification of language in the instructions to bidders, structure of estimating costs of unleaded versus diesel, state and federal bidding requirements, possibility of combining Mountain Rides fuel consumption with other users such as the school district or the highway district. **Mark Gilbert moved to allow staff to move forward with the bid release with the changes recommended by the board. Joe Miczulski seconded; and the motion passed unanimously.**

e. Discussion item: (p.29-30)

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

Jason Miller noted staff is trying to streamline this process and asked for the board's input on his outline. Discussion included clarification of the need for an RFQ for legal services rather than an RFP, inclusion of the board in all contract approvals and changing polity to reflect that. Consensus was reached to have the board review the contracts for legal services and advertising, but to allow staff to move forward on drug/alcohol testing and background check services. Discussion continued on whether advertising was limited to buses (not vans). Jason Miller clarified that advertising should be included in both buses and vans, interior and exterior. Further discussion included advertising in bus shelters, and possible resistance to this in city ordinances.

f. Discussion Item (p.31-35)

Review and discuss current draft of MRTA FY2014 Budget

Jason Miller provided highlights of the changes made since the last draft, when this budget is scheduled to be published, and questions about specific line items.

g. Discussion Item (p.36-41)

Review and discuss current draft of MRTA Capital Improvement Plan for 2014-2018

Jason Miller outlined the main points, changes and reasons for those. Discussion included equipment and maintenance, van pool monies as compared to funding from municipalities, refurbishing of equipment, and possible comparison of equipment maintenance and refurbishing policies of other comparable transportation agencies.

h. Discussion Item (p.42-47)

Discuss MRTA By-law amendment to define officer's roles

Discussion included language regarding the treasurer's position, specifically that the treasurer is also an employee of MRTA. Further discussion continued on duties of the secretary and whether language in the By-laws is accurate to actual officer duties. Consensus was reached to send this back to committee.

i. Discussion Item (p.48-50)

Discuss draft service concepts for FY2014 transit service plan

Jason Miller highlighted the purpose and the documents included in this meeting packet. Discussion included possible cuts in services according to seasons, ways in which the public may participate in any changes, space available at the Ketchum visitor center, hub functions during construction. Mr. Miller further described the next steps in developing the service plan.

j. Discussion Item (agenda amended to include)

Discuss the City of Sun Valley Service Contract

Chair McBryant asked for a review of the existing contract and any suggestions for changes. Discussion included the reasons for Sun Valley's scheduling request and the obstacles for MRTA in drafting an agreement before service decisions can be made. Availability of legal counsel for review of this contract was also considered. Consensus was reached to have board review of any contract submitted to the City of Sun Valley, and to have review at the committee level. Scheduling of this was also discussed.

6. COMMITTEE REPORTS (p.51-52)

a. Planning and Marketing Committee report from Chair Steve Wolper

i. Committee members approve minutes for August

Steve Wolper suggested a minor change to the minutes. Chair McBryant called for the question of approving the minutes. The minutes were approved as corrected with Joe Miczulski abstaining.

b. Finance and Performance Committee report from Chair Mark Gilbert

i. Committee members approve minutes for August

Mark Gilbert suggested some changes to the minutes. Chair McBryant called for the question of approving the minutes as corrected. All committee members voted in favor of approval.

Chair McBryant asked if there is a plan in place for dealing with ongoing highway construction. Jim Finch explained his plan for possible additional drivers, route changes, and the impact if construction went into the afternoon commute.

7. STAFF REPORTS

a. New dashboard performance reports June 2013 (p.53-55)

Discussion included whether accident/incident numbers were for one month or two months. Timely funding by municipalities was also discussed.

No additions or comments were made with all the other staff reports.

7. CONSENT CALENDAR ITEMS (p.61-79)

a. Approve minutes (p.41-48)

July 19 regular board meeting.

Mark Gilbert clarified that his comments regarding accidents or incidents were intended to express his desire to hear about these matters in closed session so that staff can be free and open to speak without details being available to legal discovery process. Chair McBryant called for the question. Nils Ribí moved to approve the minutes as modified. Mark Gilbert seconded, and the motion passed unanimously with one abstention, David Patrie.

b. Receive & File financials

June 2013.

In a call for the question by Chair McBryant, Mark Gilbert moved to approve the financials. Joe Miczulski seconded, and the financials were approved with one abstention, David Patrie.

9. ADJOURNMENT

With no other business to come before the Board, Mark Gilbert moved to adjourn the meeting at 2:09 p.m., seconded by Joe Miczulski. Motion passed unanimously.

Chairman Susan McBryant

Mountain Rides Agenda Item Summary

Date:

09/18/2013

From:

Wendy Crosby

Subject:

July financials

Background:

On the Revenue side, cash fares were very strong with the effect of reducing reimbursements allowed under the 5311 grant.

Fuel and payroll expenses were over-budget slightly for the month but are on track for the year-to-date. Travel & Training expenses ran over budget for the month and include the PM training received by Rod and Carlos and Jason's attendance at the upcoming APTA conference. We expect to be reimbursed by RTAP for these costs. Advertising expense is running over budget largely due to the Bus Ad Contract expense which is commission based, so we reap the benefit in advertising revenue. Print ads were higher due to the Bike Share ads but we will be reimbursed by the City of Hailey for these expenses.

Maintenance expenses were over for the month reflecting the continuing IC repair issues.

July 2013 Bills Paid

Large/Unusual items of note:

- Alex. Clark printing- schedule printing- \$2,733.98
- annual APTA membership \$3,801
- catch-up on monthly transfers to capital funds - Cap Equip fund \$32,085.07, Fac. Fund \$14,028.82, Conting. Fund \$23,333.34

MRTA - Operations Main Revenues and Expenditures Budget Performance

July 2013

	Jul 13	Budget	% of Budget	Oct '12 - Jul 13	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
41000 · Federal Funding							
41200 · Federal - 5311	32,833.00	65,000.00	50.5%	488,676.00	650,000.00	75.2%	760,000.00
41300 · Federal - 5316	24,701.00	12,500.00	197.6%	227,047.99	125,000.00	181.6%	150,000.00
41400 · Federal - 5317	4,952.00	3,750.00	132.1%	47,125.00	37,500.00	125.7%	45,000.00
41500 · Federal - Stimulus	0.00			-4,500.95			
Total 41000 · Federal Funding	62,486.00	81,250.00	76.9%	758,348.04	812,500.00	93.3%	955,000.00
42000 · State Funding							
42100 · State - Safe Routes	2,162.30	0.00	100.0%	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	2,162.30	0.00	100.0%	9,567.91	15,500.00	61.7%	21,500.00
43000 · Local Funding							
43100 · Local - Ketchum	37,130.67	37,130.58	100.0%	371,306.70	371,305.80	100.0%	445,567.00
43200 · Local - Hailey	4,621.41	4,621.42	100.0%	46,214.16	46,214.20	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	8,782.08	100.0%	87,820.87	87,820.80	100.0%	105,385.00
43500 · Local - Sun Valley	15,028.25	15,028.34	100.0%	150,282.46	150,283.32	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	65,562.42	65,562.42	100.0%	805,074.19	805,074.12	100.0%	936,199.00
44000 · Fares							
44100 · Fares - Valley Cash	10,589.95	5,000.00	211.8%	59,520.10	58,000.00	102.6%	75,000.00
44200 · Fares - Valley Passes	5,645.50	6,000.00	94.1%	117,788.50	112,000.00	105.2%	125,000.00
44300 · Fares - Vanpool	31,794.10	47,000.00	67.6%	105,555.10	116,000.00	91.0%	140,000.00
44400 · Fares - ADA	54.00			188.00			
Total 44000 · Fares	48,083.55	58,000.00	82.9%	283,051.70	286,000.00	99.0%	340,000.00
45000 · Revenue							
45100 · Rev - Advertising	1,693.75	1,000.00	169.4%	46,595.41	34,000.00	137.0%	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.	2,662.19			3,108.69			
45500 · Rev - Charter/Special Event	3,949.50	7,500.00	52.7%	9,876.90	13,100.00	75.4%	15,000.00
Total 45000 · Revenue	8,305.44	8,500.00	97.7%	59,581.00	48,600.00	122.6%	52,500.00
47000 · Private Donations							
47100 · Priv. Donation - Foundations	0.00			500.00			
47200 · Priv. Donation - Friends of MR	750.00			750.00			
Total 47000 · Private Donations	750.00			1,250.00			
48000 · Transfers							
48400 · Transfer - Housing Fund	1,500.00	1,500.00	100.0%	15,000.00	15,000.00	100.0%	18,000.00
Total 48000 · Transfers	1,500.00	1,500.00	100.0%	15,000.00	15,000.00	100.0%	18,000.00
49000 · Interest Income	19.43	42.00	46.3%	315.65	416.00	75.9%	500.00
49500 · Diesel Tax Refunds	3,477.00	3,500.00	99.3%	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	192,346.14	218,354.42	88.1%	1,949,541.49	2,064,479.12	94.4%	2,405,088.00
Gross Profit	192,346.14	218,354.42	88.1%	1,949,541.49	2,064,479.12	94.4%	2,405,088.00
Expense							
51000 · Payroll Expenses							
51100 · Salaries and Wages	85,318.13	82,000.00	104.0%	945,450.59	924,000.00	102.3%	1,140,000.00
51300 · FICA Expense	5,043.10	5,200.00	97.0%	57,069.85	58,400.00	97.7%	72,000.00
51350 · Medicare Tax Expense	1,179.42	1,200.00	98.3%	13,346.95	13,700.00	97.4%	17,000.00
51400 · Retirement Plan Expenses	7,042.22	7,000.00	100.6%	67,551.42	68,500.00	98.6%	85,000.00
51500 · Workers Comp Expense	0.00	0.00	0.0%	32,651.00	27,000.00	120.9%	33,000.00
51600 · SUI Expense	1,812.40	1,500.00	120.8%	21,206.84	23,700.00	89.5%	28,000.00
51700 · Medical Ins. Expense	10,228.94	8,750.00	116.9%	83,528.16	87,500.00	95.5%	105,000.00
51800 · Dental Ins. Expense	843.03	600.00	140.5%	7,825.61	8,700.00	89.9%	10,000.00
51000 · Payroll Expenses - Other	143.85	150.00	95.9%	7,807.35	1,375.00	567.8%	1,700.00
Total 51000 · Payroll Expenses	111,611.09	106,400.00	104.9%	1,236,437.77	1,212,875.00	101.9%	1,491,700.00
52000 · Insurance Expense							
52100 · Ins. - Vehicles	-101.00	0.00	100.0%	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	-101.00	0.00	100.0%	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	0.00	0.00	0.0%	7,146.10	10,000.00	71.5%	10,000.00
53400 · Legal Fees	0.00	250.00	0.0%	5,324.00	7,500.00	71.0%	8,000.00
53500 · Other Professional Fees	110.00	400.00	27.5%	6,527.50	7,200.00	90.7%	8,000.00
Total 53000 · Professional Fees	110.00	650.00	16.9%	28,597.60	34,500.00	82.9%	35,800.00
54000 · Equipment/ Tool Expense							
54100 · Shop Equipment expense	0.00	1,500.00	0.0%	318.64	3,000.00	10.6%	5,000.00
54200 · Shop Tools	529.21	0.00	100.0%	1,947.29	1,500.00	129.8%	2,500.00
54300 · Office Equipment	0.00	1,500.00	0.0%	1,525.70	3,000.00	50.9%	3,000.00
Total 54000 · Equipment/ Tool Expense	529.21	3,000.00	17.6%	3,791.63	7,500.00	50.6%	10,500.00
55000 · Rent and Utilities							
55100 · Rent	1,800.00	3,900.00	46.2%	21,200.00	24,200.00	87.6%	32,000.00
55200 · Utilities	560.02	1,500.00	37.3%	12,982.30	16,900.00	76.8%	19,000.00
Total 55000 · Rent and Utilities	2,360.02	5,400.00	43.7%	34,182.30	41,100.00	83.2%	51,000.00
56000 · Supplies							
56100 · Office Supplies	80.44	200.00	40.2%	1,643.96	2,400.00	68.5%	2,500.00
56200 · Janitorial & Safety Supplies	104.09	100.00	104.1%	1,700.47	1,700.00	100.0%	2,000.00
56300 · Department Supplies	357.40	350.00	102.1%	9,665.52	9,000.00	107.4%	10,000.00
56400 · Uniforms	138.60	125.00	110.9%	4,876.61	6,250.00	78.0%	6,500.00
56500 · Postage and Delivery	48.07	75.00	64.1%	487.89	775.00	63.0%	900.00
Total 56000 · Supplies	728.60	850.00	85.7%	18,374.45	20,125.00	91.3%	21,900.00
57000 · Repairs and Maintenance							
57100 · Equipment Repairs/Maintenance	470.80	200.00	235.4%	2,101.93	2,100.00	100.1%	2,500.00
57200 · Building Repairs/Maintenance	1,029.15	1,000.00	102.9%	8,842.68	12,000.00	73.7%	14,000.00
57250 · Bus Stop Repairs/Maint	0.00	100.00	0.0%	1,372.15	2,850.00	48.1%	3,000.00
57300 · Grounds Repairs/Maintenance	0.00	100.00	0.0%	1,074.36	2,200.00	48.8%	2,500.00
Total 57000 · Repairs and Maintenance	1,499.95	1,400.00	107.1%	13,391.12	19,150.00	69.9%	22,000.00
58000 · Communications Expense							
58100 · Office Phone Expense	416.16	500.00	83.2%	4,069.21	5,500.00	74.0%	6,500.00

MRTA - Operations Main
Revenues and Expenditures Budget Performance
July 2013

	Jul 13	Budget	% of Budget	Oct '12 - Jul 13	YTD Budget	% of Budget	Annual Budget
58200 · Cell & Two-Way Mobile	753.94	1,000.00	75.4%	6,714.38	10,000.00	67.1%	12,000.00
58300 · Internet/Website	306.35	300.00	102.1%	1,570.59	3,300.00	47.6%	4,000.00
Total 58000 · Communications Expense	1,476.45	1,800.00	82.0%	12,354.18	18,800.00	65.7%	22,500.00
59000 · Travel and Training							
59100 · Vehicle/Airfare	672.84	0.00	100.0%	2,170.85	3,500.00	62.0%	5,000.00
59200 · Lodging	915.40	100.00	915.4%	994.55	1,400.00	71.0%	2,500.00
59300 · Meals/Entertainment	108.93	50.00	217.9%	468.65	2,000.00	23.4%	2,500.00
59400 · Training/Education	1,600.00	0.00	100.0%	2,043.64	1,750.00	116.8%	3,000.00
Total 59000 · Travel and Training	3,297.17	150.00	2,198.1%	5,677.69	8,650.00	65.6%	13,000.00
60000 · Business Expenses							
60100 · Business Registration Fees	46.00	50.00	92.0%	138.00	425.00	32.5%	500.00
60400 · Dues & Subscriptions	644.00	750.00	85.9%	5,388.99	6,950.00	77.5%	7,500.00
60500 · Bank Fees	42.78	50.00	85.6%	412.25	500.00	82.5%	600.00
60700 · Bad Debt	26.00			73.50			
Total 60000 · Business Expenses	758.78	850.00	89.3%	6,012.74	7,875.00	76.4%	8,600.00
61000 · Advertising							
61100 · Print Advertising	1,311.72	500.00	262.3%	9,029.26	5,250.00	172.0%	6,000.00
61200 · Radio Advertising	425.00	200.00	212.5%	1,275.00	2,000.00	63.8%	2,500.00
61300 · Online Advertising	35.00	40.00	87.5%	449.00	420.00	106.9%	500.00
61400 · Vehicle Graphics	0.00	0.00	0.0%	950.00	4,000.00	23.8%	4,000.00
61500 · Bus. Adv. Contract	1,044.80	700.00	149.3%	13,082.54	8,000.00	163.5%	8,500.00
Total 61000 · Advertising	2,816.52	1,440.00	195.6%	24,785.80	19,670.00	126.0%	21,500.00
62000 · Marketing and Promotion							
62100 · Info. Displays-Stop Signage	60.80	1,055.00	5.8%	4,511.54	3,550.00	127.1%	4,000.00
62200 · Graphic Design	555.00	0.00	100.0%	3,760.00	4,500.00	83.6%	5,000.00
62300 · Promotional Items	0.00	250.00	0.0%	3,143.73	1,750.00	179.6%	2,500.00
62400 · Events and Misc.	114.74	50.00	229.5%	1,677.75	2,500.00	67.1%	3,000.00
62450 · External Marketing Support	0.00	0.00	0.0%	0.00	3,750.00	0.0%	4,000.00
62500 · Internal Marketing / Events	216.47	100.00	216.5%	5,455.79	3,500.00	155.9%	3,500.00
Total 62000 · Marketing and Promotion	947.01	1,455.00	65.1%	18,548.81	19,550.00	94.9%	22,000.00
63000 · Printing and Reproduction							
63100 · Copies, Passes & Flyers	76.63	300.00	25.5%	2,315.67	3,000.00	77.2%	3,500.00
63200 · Schedules, Maps & Brochures	189.50	1,000.00	19.0%	9,307.49	12,000.00	77.6%	12,000.00
Total 63000 · Printing and Reproduction	266.13	1,300.00	20.5%	11,623.16	15,000.00	77.5%	15,500.00
64000 · Fuel Expense	35,353.08	30,000.00	117.8%	302,084.09	316,000.00	95.6%	370,088.00
65000 · Vehicle Maintenance							
65100 · Parts Expense	12,854.63	5,000.00	257.1%	69,928.59	75,000.00	93.2%	95,000.00
65200 · Fluids Expense	0.00	1,000.00	0.0%	11,081.43	14,000.00	79.2%	16,000.00
65300 · Tires Expense	1,568.17	500.00	313.6%	25,761.55	27,000.00	95.4%	28,000.00
65400 · Purchased Services	285.00	500.00	57.0%	3,078.46	4,400.00	70.0%	5,000.00
65500 · Vehicle Computer/Diagnostic	0.00	200.00	0.0%	506.30	1,600.00	31.6%	2,000.00
Total 65000 · Vehicle Maintenance	14,707.80	7,200.00	204.3%	110,356.33	122,000.00	90.5%	146,000.00
69500 · Contingency Expense-Operations	6,666.67	6,666.67	100.0%	46,666.66	46,666.66	100.0%	60,000.00
Total Expense	183,027.48	168,561.67	108.6%	1,954,090.33	2,002,461.66	97.6%	2,405,088.00
Net Ordinary Income	9,318.66	49,792.75	18.7%	-4,548.84	62,017.46	-7.3%	0.00
Net Income	9,318.66	49,792.75	18.7%	-4,548.84	62,017.46	-7.3%	0.00

2:30 PM

09/13/13

Accrual Basis

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

Type	Date	Num	Name	Memo	Amount	Balance
11100 - Mountain West Checking						53,980.10
Deposit	07/01/2013			Deposit	287.40	54,267.50
Liability Check	07/02/2013		QuickBooks Payroll Service	Created by Payroll Service on 07/...	-31,666.90	22,600.60
Deposit	07/02/2013			Deposit	145.00	22,745.60
Deposit	07/02/2013			Deposit	679.90	23,425.50
Paycheck	07/03/2013	DD	Aguilar, Hortencia	Direct Deposit	0.00	23,425.50
Paycheck	07/03/2013	DD	Anderson, Charles	Direct Deposit	0.00	23,425.50
Paycheck	07/03/2013	DD	Conlago, Maira P.	Direct Deposit	0.00	23,425.50
Paycheck	07/03/2013	DD	Domke, Rodney F	Direct Deposit	0.00	23,425.50
Paycheck	07/03/2013	DD	Finch, James F	Direct Deposit	0.00	23,425.50
Paycheck	07/03/2013	DD	Fairbrook, Douglas H	Direct Deposit	0.00	23,425.50
Paycheck	07/03/2013	DD	Gray, Stuart	Direct Deposit	0.00	23,425.50
Paycheck	07/03/2013	DD	Green, William E	Direct Deposit	0.00	23,425.50
Paycheck	07/03/2013	DD	Grubbs, Torrey E	Direct Deposit	0.00	23,425.50
Paycheck	07/03/2013	DD	Johnson, Mark F	Direct Deposit	0.00	23,425.50
Paycheck	07/03/2013	DD	Kelly, David W	Direct Deposit	0.00	23,425.50
Paycheck	07/03/2013	DD	Kelly, Rodney D	Direct Deposit	0.00	23,425.50
Paycheck	07/03/2013	DD	Kirkpatrick, Wendy J	Direct Deposit	0.00	23,425.50
Paycheck	07/03/2013	DD	Larsson, Larry D	Direct Deposit	0.00	23,425.50
Paycheck	07/03/2013	DD	Leon, Teofilo O	Direct Deposit	0.00	23,425.50
Paycheck	07/03/2013	DD	MacPherson, Kim	Direct Deposit	0.00	23,425.50
Paycheck	07/03/2013	DD	Miller, Jason M	Direct Deposit	0.00	23,425.50
Paycheck	07/03/2013	DD	Munoz, Kisler A	Direct Deposit	0.00	23,425.50
Paycheck	07/03/2013	DD	Romero-Campos, Raul	Direct Deposit	0.00	23,425.50
Paycheck	07/03/2013	DD	Selisch, Kurt	Direct Deposit	0.00	23,425.50
Paycheck	07/03/2013	DD	Shroyer, Randall R	Direct Deposit	0.00	23,425.50
Paycheck	07/03/2013	DD	Spalding, Richard L	Direct Deposit	0.00	23,425.50
Paycheck	07/03/2013	DD	Sproule, William	Direct Deposit	0.00	23,425.50
Paycheck	07/03/2013	DD	Sullivan, Jerry	Direct Deposit	0.00	23,425.50
Paycheck	07/03/2013	DD	Tellez, Carlos	Direct Deposit	0.00	23,425.50
Paycheck	07/03/2013	DD	Thea, Karen J	Direct Deposit	0.00	23,425.50
Paycheck	07/03/2013	DD	Torres, April L	Direct Deposit	0.00	23,425.50
Paycheck	07/03/2013	DD	Vasquez, Pamela	Direct Deposit	0.00	23,425.50
Paycheck	07/03/2013	DD	Vega, Roberto	Direct Deposit	0.00	23,425.50
Paycheck	07/03/2013	DD	Victorino, Jose L	Direct Deposit	0.00	23,425.50
Paycheck	07/03/2013	DD	Williams-Mehra, Colleen	Direct Deposit	0.00	23,425.50
Liability Check	07/03/2013	3393	Blaine County Sheriff's Office	Case # 2008-00571	-264.27	23,161.23
Deposit	07/03/2013			Deposit	25,000.00	48,161.23
Deposit	07/03/2013			Deposit	615.65	48,776.88
Liability Check	07/05/2013	E-pay	United States Treasury	82-0382250 QB Tracking # 1068...	-9,714.96	39,061.92
Liability Check	07/05/2013	3394	Idaho Child Support Receipting	326231	-244.60	38,817.32
Bill Pmt -Check	07/07/2013	ACH	Intermtn Gas Co #10630400-00...	#10630400-001-6	-29.50	38,787.82
Bill Pmt -Check	07/07/2013	ACH	Intermtn Gas Co #10630400-35...	#10630400-353-1	-7.25	38,780.57
Bill Pmt -Check	07/07/2013	3395	Alexander Clark Printing	Cust #66170	-2,733.98	36,046.59
Bill Pmt -Check	07/07/2013	3396	AmeriBen Solutions/IEC Group		-170.00	35,876.59
Bill Pmt -Check	07/07/2013	3397	APTA		-3,801.00	32,075.59
Bill Pmt -Check	07/07/2013	3398	Business As Usual		-68.00	32,007.59
Bill Pmt -Check	07/07/2013	ACH	CenturyLink 208-726-7140 623B	208-726-1690 623B	-228.04	31,779.55
Bill Pmt -Check	07/07/2013	3399	CTAI		-850.00	30,929.55
Bill Pmt -Check	07/07/2013	3400	Integrated Technologies		-53.87	30,875.68
Bill Pmt -Check	07/07/2013	3401	Sunny Grant		-105.00	30,770.68
Bill Pmt -Check	07/07/2013	3402	Wood River Lock & Safe		-40.00	30,730.68
Bill Pmt -Check	07/07/2013	3403	Lawson Products, Inc.		-667.32	30,063.36
Bill Pmt -Check	07/07/2013	3404	Les Schwab	117-00888	-826.60	29,236.76
Bill Pmt -Check	07/07/2013	3405	Gillig LLC	36869600	-1,590.23	27,646.53
Bill Pmt -Check	07/07/2013	3406	AlSCO		-110.88	27,535.65
Bill Pmt -Check	07/07/2013	3407	United Oil		-14,009.87	13,525.78
Bill Pmt -Check	07/07/2013	3408	Valley Brake & Truck Parts, L.L...		-352.80	13,172.98
Bill Pmt -Check	07/07/2013	3409	NAPA Auto Parts		-986.42	12,186.56
Bill Pmt -Check	07/07/2013	3410	Canteen Vending formerly Magi...		-54.00	12,132.56
Bill Pmt -Check	07/08/2013	3411	Names and Numbers		-209.46	11,923.10
Deposit	07/08/2013			Deposit	1,500.00	13,423.10
Deposit	07/08/2013			Deposit	38.24	13,461.34
Deposit	07/08/2013			Deposit	1,039.35	14,500.69
Deposit	07/09/2013			Deposit	45,121.66	59,622.35
Bill Pmt -Check	07/09/2013	3412	Gem State Welders Supply Inc.		-232.45	59,389.90
Bill Pmt -Check	07/09/2013	3413	Freightliner of Idaho		-878.10	58,511.80
Bill Pmt -Check	07/09/2013	3414	Chateau Drug & True Value Ha...		-59.95	58,451.85
Deposit	07/09/2013			Deposit	860.98	59,312.83
Deposit	07/09/2013			Deposit	62.81	59,375.64
Deposit	07/09/2013			Deposit	455.60	59,831.24
Deposit	07/10/2013			Deposit	34,651.00	94,482.24
Check	07/10/2013	ACH	Capital Equipment Fund	monthly transfer April 2013	-32,085.07	62,397.17
Bill Pmt -Check	07/10/2013	3415	Rush Truck Centers		-827.72	61,569.45
Bill Pmt -Check	07/10/2013	3416	Copy & Print		-11.80	61,557.65
Bill Pmt -Check	07/10/2013	3417	Franklin Building Supply		-56.82	61,500.83
Bill Pmt -Check	07/10/2013	3418	Atkinsons' Grocery		-116.41	61,384.42
Bill Pmt -Check	07/10/2013	3419	City of Ketchum		-702.96	60,681.46

2:30 PM

09/13/13

Accrual Basis

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

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	07/10/2013	3420	Express Publishing Inc.		-1,715.53	58,965.93
Bill Pmt -Check	07/10/2013	3421	Greyhound Design		-262.50	58,703.43
Bill Pmt -Check	07/10/2013	3422	TigerDirect		-106.71	58,596.72
Check	07/10/2013	ACH	Facilities Fund	monthly transfer May June 2013	-14,028.82	44,567.90
Deposit	07/10/2013			Deposit	567.95	45,135.85
Bill Pmt -Check	07/11/2013	3423	L.L. Green's Hardware		-154.22	44,981.63
Bill Pmt -Check	07/11/2013	3424	Jane's Artifacts		-2.98	44,978.65
Bill Pmt -Check	07/11/2013	3425	Copy & Print		-91.50	44,887.15
Deposit	07/12/2013			Deposit	181.28	45,068.43
Deposit	07/12/2013			Deposit	48,660.00	93,728.43
Deposit	07/12/2013			Deposit	863.85	94,592.28
Bill Pmt -Check	07/15/2013	3426	Blaine County Recreation District		-500.00	94,092.28
Bill Pmt -Check	07/15/2013	3427	Clear Creek Disposal	1327	-77.53	94,014.75
Bill Pmt -Check	07/15/2013	3428	Dick York's Auto Service	Tow Bus	-90.00	93,924.75
Bill Pmt -Check	07/15/2013	3429	KSKI FM/KECH FM		-425.00	93,499.75
Bill Pmt -Check	07/15/2013	3430	Minert & Associates, Inc.	VOID: check #3430 lost replacem...	0.00	93,499.75
Bill Pmt -Check	07/15/2013	3431	National Benefit Services, LLC		-367.24	93,132.51
Bill Pmt -Check	07/15/2013	3432	Schaeffer MFG. CO.	1140316	-1,261.95	91,870.56
Bill Pmt -Check	07/15/2013	3433	Wells Fargo		-979.19	90,891.37
Deposit	07/15/2013			Deposit	512.75	91,404.12
Deposit	07/16/2013			Deposit	57.36	91,461.48
Bill Pmt -Check	07/16/2013	ACH	Verizon Wireless		-202.52	91,258.96
Bill Pmt -Check	07/16/2013	ACH	Verizon Wireless 208-720-7044		-10.72	91,248.24
Bill Pmt -Check	07/16/2013	3434	Cummins Rocky Mountain LLC		-1,214.40	90,033.84
Deposit	07/16/2013			Deposit	19.12	90,052.96
Deposit	07/16/2013			Deposit	490.00	90,542.96
Liability Check	07/16/2013	3437	National Benefit Services, LLC	Mountain Rides FSA	-328.52	90,214.44
Check	07/16/2013	ACH	Contingency Fund		-23,333.34	66,881.10
Liability Check	07/17/2013		QuickBooks Payroll Service	Created by Payroll Service on 07/...	-32,009.92	34,871.18
Deposit	07/17/2013			Deposit	820.30	35,691.48
Deposit	07/17/2013			Deposit	285.00	35,976.48
Deposit	07/17/2013			Deposit	254.80	36,231.28
Paycheck	07/18/2013	DD	Aguilar, Hortencia	Direct Deposit	0.00	36,231.28
Paycheck	07/18/2013	DD	Anderson, Charles	Direct Deposit	0.00	36,231.28
Paycheck	07/18/2013	DD	Conlago, Maira P.	Direct Deposit	0.00	36,231.28
Paycheck	07/18/2013	DD	Domke, Rodney F	Direct Deposit	0.00	36,231.28
Paycheck	07/18/2013	DD	Fairbrook, Douglas H	Direct Deposit	0.00	36,231.28
Paycheck	07/18/2013	DD	Finch, James F	Direct Deposit	0.00	36,231.28
Paycheck	07/18/2013	DD	Gray, Stuart	Direct Deposit	0.00	36,231.28
Paycheck	07/18/2013	DD	Green, William E	Direct Deposit	0.00	36,231.28
Paycheck	07/18/2013	DD	Grubbs, Torrey E	Direct Deposit	0.00	36,231.28
Paycheck	07/18/2013	DD	Johnson, Mark F	Direct Deposit	0.00	36,231.28
Paycheck	07/18/2013	DD	Kelly, David W	Direct Deposit	0.00	36,231.28
Paycheck	07/18/2013	DD	Kelly, Rodney D	Direct Deposit	0.00	36,231.28
Paycheck	07/18/2013	DD	Kirkpatrick, Wendy J	Direct Deposit	0.00	36,231.28
Paycheck	07/18/2013	DD	Larsson, Larry D	Direct Deposit	0.00	36,231.28
Paycheck	07/18/2013	DD	Leon, Teofilo O	Direct Deposit	0.00	36,231.28
Paycheck	07/18/2013	DD	MacPherson, Kim	Direct Deposit	0.00	36,231.28
Paycheck	07/18/2013	DD	Miller, Jason M	Direct Deposit	0.00	36,231.28
Paycheck	07/18/2013	DD	Munoz, Kisler A	Direct Deposit	0.00	36,231.28
Paycheck	07/18/2013	DD	Parker, Michael J	Direct Deposit	0.00	36,231.28
Paycheck	07/18/2013	DD	Romero-Campos, Raul	Direct Deposit	0.00	36,231.28
Paycheck	07/18/2013	DD	Selisch, Kurt	Direct Deposit	0.00	36,231.28
Paycheck	07/18/2013	DD	Shroyer, Randall R	Direct Deposit	0.00	36,231.28
Paycheck	07/18/2013	DD	Spalding, Richard L	Direct Deposit	0.00	36,231.28
Paycheck	07/18/2013	DD	Sproule, William	Direct Deposit	0.00	36,231.28
Paycheck	07/18/2013	DD	Sullivan, Jerry	Direct Deposit	0.00	36,231.28
Paycheck	07/18/2013	DD	Tellez, Carlos	Direct Deposit	0.00	36,231.28
Paycheck	07/18/2013	DD	Torres, April L	Direct Deposit	0.00	36,231.28
Paycheck	07/18/2013	DD	Vasquez, Pamela	Direct Deposit	0.00	36,231.28
Paycheck	07/18/2013	DD	Vega, Roberto	Direct Deposit	0.00	36,231.28
Paycheck	07/18/2013	DD	Victorino, Jose L	Direct Deposit	0.00	36,231.28
Paycheck	07/18/2013	DD	Williams-Mehra, Colleen	Direct Deposit	0.00	36,231.28
Paycheck	07/18/2013	DD	Thea, Karen J	Direct Deposit	0.00	36,231.28
Deposit	07/18/2013			Deposit	19.12	36,250.40
Liability Check	07/18/2013	3435	Blaine County Sheriff's Office	Case # 2008-00571	-236.31	36,014.09
Liability Check	07/18/2013	3436	Idaho Child Support Receipting	326231	-244.60	35,769.49
Liability Check	07/18/2013	3438	National Benefit Services, LLC	Mountain Rides FSA	-397.76	35,371.73
Liability Check	07/19/2013	E-pay	United States Treasury	82-0382250 QB Tracking # 1105...	-9,870.08	25,501.65
Bill Pmt -Check	07/19/2013	3439	Canteen Vending formerly Magi...		-24.00	25,477.65
Bill Pmt -Check	07/19/2013	3440	Luke's Family Pharmacy/Fisher...		-104.09	25,373.56
Bill Pmt -Check	07/19/2013	3441	Quality Tool Connection Inc.	48	-109.95	25,263.61
Bill Pmt -Check	07/19/2013	3442	St Luke's Clinic - Hailey	940000328	-74.00	25,189.61
Bill Pmt -Check	07/19/2013	3443	Superior Door Co.		-925.00	24,264.61
Bill Pmt -Check	07/19/2013	3444	Rich Spalding	reimburse for fuel	-15.21	24,249.40
Deposit	07/19/2013			Deposit	726.70	24,976.10
Liability Check	07/22/2013	TAP	Idaho State Tax Commission	000186434	-3,055.00	21,921.10
Deposit	07/22/2013			Deposit	242.45	22,163.55

2:30 PM

09/13/13

Accrual Basis

MRTA - Operations Main

Checks Issued

As of July 31, 2013

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	07/22/2013			Deposit	135.64	22,299.19
Deposit	07/22/2013			Deposit	38.58	22,337.77
Bill Pmt -Check	07/22/2013	ACH	Idaho Power Acct#6584167465		-325.69	22,012.08
Bill Pmt -Check	07/22/2013	ACH	Idaho Power Acct.#6080567068		-63.17	21,948.91
Bill Pmt -Check	07/22/2013	3445	Nimbus Creative Group		-555.00	21,393.91
Deposit	07/22/2013			Deposit	3,103.75	24,497.66
Deposit	07/22/2013			Deposit	742.70	25,240.36
Deposit	07/23/2013			Deposit	544.00	25,784.36
Deposit	07/24/2013			Deposit	19.12	25,803.48
Deposit	07/24/2013			Deposit	634.85	26,438.33
Deposit	07/24/2013			Deposit	8,643.30	35,081.63
Bill Pmt -Check	07/25/2013	3446	Certified Folder Display Service...		-60.80	35,020.83
Bill Pmt -Check	07/25/2013	3447	White Cloud Communications L...		-288.00	34,732.83
Bill Pmt -Check	07/25/2013	3448	United Oil		-14,601.61	20,131.22
Deposit	07/25/2013			Deposit	19.12	20,150.34
Bill Pmt -Check	07/25/2013	3449	Integrated Technologies		-43.73	20,106.61
Deposit	07/26/2013			Deposit	646.15	20,752.76
Deposit	07/26/2013			Deposit	483.65	21,236.41
Deposit	07/29/2013			Deposit	523.80	21,760.21
Liability Check	07/30/2013	3452	Idaho Department of Labor	0001211374	-6,141.89	15,618.32
Deposit	07/30/2013			Deposit	35,244.54	50,862.86
Deposit	07/30/2013			Deposit	454.25	51,317.11
Deposit	07/30/2013			Deposit	54.00	51,371.11
Liability Check	07/31/2013	ACH	Aflac	DQR88	-420.36	50,950.75
Liability Check	07/31/2013	3450	Met Life SBC	KM05725871	-1,117.91	49,832.84
Liability Check	07/31/2013	3451	Blue Cross of Idaho	10034150-R001	-12,535.93	37,296.91
Liability Check	07/31/2013		QuickBooks Payroll Service	Created by Payroll Service on 07/...	-32,004.08	5,292.83
Bill Pmt -Check	07/31/2013	3453	Nicole Brown		-1,044.80	4,248.03
Bill Pmt -Check	07/31/2013	ACH	CenturyLink 208-726-7140 623B	208-726-1690 623B	-233.19	4,014.84
Bill Pmt -Check	07/31/2013	ACH	Cox Communications	001-2401-205184001	-35.99	3,978.85
Deposit	07/31/2013			Deposit	567.70	4,546.55
Deposit	07/31/2013			Interest	2.99	4,549.54
Total 11100 · Mountain West Checking					-49,430.56	4,549.54
TOTAL					-49,430.56	4,549.54

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

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

W. King

Signed

Business Manager

Title

9/13/13

Date