

# Mountain Rides Transportation Authority

## Regular Board Meeting Agenda

2:00 Wednesday, March 19, 2014

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), Michael David (Ketchum), Nils Ribi (Sun Valley), Joe Miczulski (Bellevue), Dave Patrie (Blaine County), Kristin Derrig (Ketchum)

1. 2:00pm: Call meeting to order
2. Comments from the Chair and Board Member thoughts
3. Public comment period for items not on the Agenda (including questions from the press)
4. Action items and discussion items

a. Action item: (p.2-6)

Approve FY2014 Budget revisions

b. Action item: (p.7-28)

Approve Disadvantaged Business Enterprise (DBE) Plan, Goal and Small Business Element. This is a required filing with FTA.

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

Status of South Valley facility – land, environmental, conditional land use permit and other inspection period items

### 5. Committee Reports

- a. Planning and Marketing Committee report from Chair Steve Wolper (p.31)
  - i. Committee members approve minutes for March
- b. Finance and Performance Committee report from Mark Gilbert (p.32-33)
  - i. Committee members approve minutes for February and March

### 6. Staff reports

- a. Dashboard performance reports for January 2014 (p.34-37)
- b. Operations report (p.38)
- c. Maintenance report (p.39)
- d. Marketing and Outreach report (p.40-42)
- e. Business Manager report (p.43)
- f. Executive Director report (p.44)

### 7. Consent Calendar items

a. Approve minutes(p.45-49)

February regular board meeting, March 5 special meeting

b. Receive & File financials

(p.50-57) January 2014

### 8. Adjournment

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

# Mountain Rides Agenda Item Summary

Date: 03/19/2014

From: Wendy Crosby

Subject: 4a. Approve FY2014 Budget revisions

Background:

FY 2014 budgets have been revised to reflect changes subsequent to the Sept. 18, 2013 adoption of the original budget. Copies of the All Funds Consolidated budget and each of the operating and capital funds revised budgets are attached. All changes from the adopted budget are noted in the "Comments" section of each budget.

A summary of changes are:

Operating Fund; revisions include the following changes:

- change in sources of federal money,
- changes to local partners contribution reflecting purchase of SV facility
- minor expense adjustments based on actual expenses YTD.

Capital Equipment Fund; revisions include the following changes:

- use of 5317 operating funds remaining for capital purposes, which include the purchase of an ADA van and stop annunciators
- elimination of funds allocated to a fuel path study.

Facilities Fund; revisions include the following changes:

- additional award from Community Choices funds for East Fork,
- reduction of capital contribution from Blaine County as a result of the SV purchase agreement,
- addition of office wall construction, HVAC work instead of boiler work
- reallocation of Ketchum Hub expenses to break out design and construction costs.

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

	Adopted Budget for FY'13	Budget for FY'14	REVISED Budget for FY'14
<b>Revenue</b>			
Operations Fund	2,405,088.00	2,385,968.00	2,443,868.00
Capital Equipment Fund	175,869.00	592,170.00	689,810.00
Capital Equipment Reserve Carryover from FY13	113,154.00	175,523.00	175,523.00
Capital Equipment use of reserves	0.00	-66,000.00	-111,882.00
Work Force Housing Fund	31,150.00	30,225.00	30,225.00
Work Force Housing Reserve Carryover from FY13	25,000.00	25,000.00	25,000.00
Work Force Housing use of reserves	0.00	0.00	0.00
Facilities Fund	186,733.00	1,428,500.00	1,513,501.00
Facilities Reserve Carryover from FY 13	20,000.00	151,733.00	151,733.00
Facilities Fund use of reserves	0.00	-33,535.00	-126,733.00
Contingency Fund	60,050.00	90,255.00	119,944.00
Contingency Reserve Carryover from FY13	180,000.00	240,050.00	199,845.00
Contingency Fund use of reserves	0.00	-40,205.00	-69,894.00
<b>Total Revenue</b>	<b>3,197,044.00</b>	<b>4,979,684.00</b>	<b>5,040,940.00</b>
<b>Expense</b>			
Operations Fund	2,405,088.00	2,385,968.00	2,443,868.00
Capital Equipment Fund	113,500.00	600,810.00	689,810.00
Work Force Housing Fund	31,150.00	30,225.00	30,225.00
Facilities Fund	55,000.00	1,428,500.00	1,513,501.00
Contingency Fund	0.00	90,255.00	119,944.00
<b>Total Expense</b>	<b>2,604,738.00</b>	<b>4,535,758.00</b>	<b>4,797,348.00</b>
<b>Gross Revenue</b>	<b>592,306.00</b>	<b>443,926.00</b>	<b>243,592.00</b>
<b>Less Fund Balances held in Reserve</b>			
Capital Equipment Fund Reserve	175,523.00	100,883.00	63,641.00
Work Force Housing Fund Reserve	25,000.00	25,000.00	25,000.00
Facilities Fund Reserve	151,733.00	118,198.00	25,000.00
Contingency Fund Reserve	240,050.00	199,845.00	129,951.00
<b>Total Fund Balances in Reserve</b>	<b>592,306.00</b>	<b>443,926.00</b>	<b>243,592.00</b>
<b>NET REVENUE (Gross Revenue MINUS Funds Held in Reserve)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**SUMMARY OF TOTAL LOCAL FUNDING REQUESTS**

	FY2012	FY2013	FY2013 Breakout	FY2014	original FY2014 Breakout	REVISED FY2014 Breakout
			FY2013		operating	operating
			capital		capital	capital
City of Ketchum	522,610.00	522,610.00	445,567.00	\$ 550,000.00	\$ 475,750.00	\$ 475,750.00
City of Sun Valley	275,000.00	250,000.00	180,340.00	\$ 250,000.00	\$ 216,250.00	\$ 216,250.00
City of Hailey	65,000.00	65,000.00	55,457.00	\$ 68,000.00	\$ 58,820.00	\$ 58,820.00
City of Bellevue	-	0.00	-	\$ 1,000.00	\$ 865.00	\$ 173.00
Blaine County	122,000.00	123,500.00	105,385.00	\$ 128,000.00	\$ 110,720.00	\$ 108,000.00
SV CO	170,000.00	175,000.00	149,450.00	\$ 175,000.00	\$ 151,375.00	\$ 151,375.00
<b>TOTALS</b>		<b>1,136,110.00</b>	<b>936,199.00</b>	<b>\$ 1,172,000.00</b>	<b>\$ 1,013,780.00</b>	<b>\$ 1,010,368.00</b>

**FY2014 Capital Equipment Fund  
and Contingency Fund**

**CAPITAL EQUIPMENT FUND**

	<b>FY2013 ADOPTED</b>			
	<b>Budget</b>	<b>Oct 1, 2012 -</b>	<b>FY2014 Budget</b>	<b>REVISED FY</b>
	<b>Sep 30, 2013</b>			<b>2014 Budget</b>
				<b>Comments</b>
<b>Income</b>				
41100 · Federal - 5309 Funding	0.00	304,000.00	304,000.00	
41102 · Federal - 5339-vans	0.00	87,000.00	87,000.00	
41104 · Federal - 2012 State of Good Repair	20,000.00	20,000.00	20,000.00	
41108 · Federal - EPA grant, city of Hailey	0.00	8,000.00	8,000.00	
41500 · Federal - Other- 5317	0.00	0.00	40,000.00	unused NF operating funds- moved to capital
42300 · Statewide Rideshare: Vans	6,000.00	0.00	0.00	
42301 · Fares - Vanpool	35,000.00	35,000.00	35,000.00	
48000 · Transfer from CapEquip Fund Balance	0.00	66,000.00	111,882.00	to balance budget to 0
43000 · Local (see breakdown)	111,919.00	70,470.00	82,228.00	increased SV CO; decreased BC
49000 · Interest Earned	250.00	200.00	200.00	
49900 · Misc Income- Asset Disposal	2,700.00	1,500.00	1,500.00	
<b>Total Income</b>	<b>175,869.00</b>	<b>592,170.00</b>	<b>689,810.00</b>	
<b>Expense</b>				
68100 · Vans	60,000.00	70,310.00	106,310.00	3 vanpool vans + ADA van
68200 · Buses-mid and heavy duty	0.00	390,000.00	390,000.00	
68300 · Buses-refurb	0.00	95,000.00	95,000.00	
68400 · Bike Share Program	11,000.00	8,000.00	8,500.00	slight increase
68500 · Technology	25,000.00	25,000.00	85,000.00	asset mgmt software + annunciators
68600 · Fuel path study	7,500.00	7,500.00	0.00	research CNG vs hybrid vs diesel- removed, will use info from other agencies (Steamboat)
54000 · Shop Equipment	10,000.00	5,000.00	5,000.00	
<b>Total Expense</b>	<b>113,500.00</b>	<b>600,810.00</b>	<b>689,810.00</b>	
	<b>62,369.00</b>	<b>-8,640.00</b>	<b>0.00</b>	
<b>Fund Balance</b>				
Starting Fund Balance on 10/1	\$ 113,154.00	\$ 175,523.00	\$ 175,523.00	
Transfer to Income (use of fund balance)	\$ -	\$ (66,000.00)	\$ (111,882.00)	
Net Income for FY	\$ 62,369.00	\$ (8,640.00)	\$ -	
Ending Fund Balance on 9/30	<b>175,523.00</b>	<b>100,883.00</b>	<b>63,641.00</b>	

**CONTINGENCY FUND**

	<b>FY2013 Adopted</b>			
	<b>Budget Oct 1, 2012 -</b>	<b>FY2014 Budget</b>	<b>REVISED FY</b>	
	<b>Sep 30, 2013</b>		<b>2014 Budget</b>	<b>Comments</b>
<b>Income</b>				
47000 · Use of Reserve cash	0.00	40,205.00	108,758.00	
48000 · Transfer from Ops Fund	60,000.00	50,000.00	50,000.00	
49000 · Interest Earned	50.00	50.00	50.00	
<b>Total Income</b>	<b>60,050.00</b>	<b>90,255.00</b>	<b>158,808.00</b>	
<b>Expense</b>				
transfer to Facilities Fund	0.00	90,255.00	119,944.00	
<b>Total Expense</b>	<b>0.00</b>	<b>90,255.00</b>	<b>119,944.00</b>	
<b>Net Income</b>	<b>60,050.00</b>	<b>0.00</b>	<b>38,864.00</b>	
<b>Fund Balance</b>				
Starting Fund Balance on 10/1	180,000.00	240,050.00	199,845.00	
Transfer to Income (use of fund balance)	0.00	-40,205.00	-108,758.00	
Net Income for FY	60,050.00	0.00	38,864.00	
Ending Fund Balance on 9/30	<b>240,050.00</b>	<b>199,845.00</b>	<b>129,951.00</b>	

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

**FACILITIES FUND**

	FY2013 Adopted Budget Oct 1, 2012 - Sep 30, 2013	FY2014 Budget	REVISED Budget for FY 2014	Comments
<b>Income</b>				
41104 · Federal Funding - Stimulus	9,641.00	0.00	0.00	
41106 · Federal Funding - 5309: Facility	0.00	800,000.00	800,000.00	
41105 · Federal Funding - 5309: Bus Livability / CC	28,000.00	0.00	13,000.00	East Fork
41106 · Federal Funding - 5309: Bus Livability	0.00	312,000.00	312,000.00	
42000 · State Funding - ADA Curb Ramp	0.00	13,500.00	13,500.00	
43000 · Local Funding (see breakdown)	98,992.00	79,110.00	58,604.00	50 % of local capital contribution
43100 · Local-Ketchum / KURA	50,000.00	100,000.00	69,620.00	KURA \$50K contrib made in FY 2013; City contrib for hub design
47000 · Use of Reserve cash		33,535.00	87,869.00	Facilities Fund reserves maintain at \$25K
48000 · Transfers	0.00	90,255.00	158,808.00	from Contingency Fund to balance to zero
49000 · Interest Earned	100.00	100.00	100.00	
<b>Total Income</b>	<b>186,733.00</b>	<b>1,428,500.00</b>	<b>1,513,501.00</b>	
<b>Expense</b>				
66100 · Construction- East Fork Shelters	13,000.00	0.00	0.00	
66100 · Construction- East Fork curb, sdwlk, path	35,000.00	13,500.00	28,500.00	curb ramps at intersection + pathway
66200 · South Facility Acquisition	0.00	25,000.00	85,000.00	land purchase from county
66200 · South Facility Construct-Improve	0.00	850,000.00	850,000.00	
66300 · South Facility Design/Plan	0.00	90,000.00	90,000.00	0
66400 · South Facility Move in	0.00	5,000.00	0.00	move-in costs deferred to FY2015
66500 · Ketchum Facility Upgrades	7,000.00	5,000.00	10,001.00	boiler/heater deferred; office wall construction
66000 Ketchum Transpo Hub	0.00	440,000.00	360,000.00	site dev plans, construct, signage/lighting, shelters
66310 Ketchum Transit Plaza Design/Plan	0.00	0.00	90,000.00	line item for Design
<b>Total Expense</b>	<b>55,000.00</b>	<b>1,428,500.00</b>	<b>1,513,501.00</b>	
	<b>131,733.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Fund Balance</b>				
Starting Fund Balance on 10/1	20,000.00	151,733.00	151,733.00	
Transfer to Income (use of fund balance)		-33,535.00	-126,733.00	
<b>Net Income for FY</b>	<b>131,733.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Ending Fund Balance on 9/30</b>	<b>151,733.00</b>	<b>118,198.00</b>	<b>25,000.00</b>	

**WORK FORCE HOUSING FUND**

	Adopted Budget Oct 1, 2012 - Sep 30, 2013	FY2014 Budget	Comments
<b>Income</b>			
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	
<b>Total Income</b>	<b>31,150.00</b>	<b>30,225.00</b>	
<b>Expense</b>			
WFH Operating Expenses			
55200 · Utilities	6,500.00	4,500.00	
57200 · Building Repair and Maintenance	3,650.00	3,000.00	
51000 · WFH Operating Expenses - Other	500.00	0.00	
<b>Total · WFH Operating Expenses</b>	<b>10,650.00</b>	<b>7,500.00</b>	
57100 · Laundry Equipment Repairs	500.00	225.00	
57400 · Elevator Expenses	2,000.00	2,500.00	
48000 · Transfer out to Operations Account-Admin	18,000.00	20,000.00	
<b>Total Expense</b>	<b>31,150.00</b>	<b>30,225.00</b>	
<b>Net Income</b>	<b>0.00</b>	<b>0.00</b>	
<b>Fund Balance</b>			
Starting Fund Balance on 10/1	25,000.00	25,000.00	
Net Income for FY	0.00	0.00	
<b>Ending Fund Balance on 9/30</b>	<b>25,000.00</b>	<b>25,000.00</b>	

**Mountain Rides Transportation Authority**  
**FY2014 OPERATIONS BUDGET**

	Adopted Budget for FY2013	Budget for FY2014	Budget for FY2014	COMMENTS
<b>Income</b>				
41000 · Federal Funding				
41200 · Federal - 5311	760,000.00	789,000.00	770,000.00	blend of '13 award and '14 recommendation
41300 · Federal - 5316	150,000.00	0.00	67,000.00	program eliminated; fully used available funds
41400 · Federal - 5317	45,000.00	0.00	25,000.00	program eliminated, continuing to use available funds
41500 · Federal - 5310	0.00	77,488.00	35,000.00	5310 is now source for Hailey route
<b>Total 41000 · Federal Funding</b>	<b>955,000.00</b>	<b>866,488.00</b>	<b>897,000.00</b>	
42000 · State Funding			0.00	
42100 · State - Safe Routes	15,000.00	8,000.00	18,000.00	bike/ped coordinator increased hours
42400 · State - Training	6,500.00	7,500.00	7,500.00	
<b>Total 42000 · State Funding</b>	<b>21,500.00</b>	<b>15,500.00</b>	<b>25,500.00</b>	
43000 · Local Funding			0.00	
43100 · Local - Ketchum	445,567.00	475,750.00	475,750.00	
43200 · Local - Hailey	55,457.00	58,820.00	58,820.00	
43300 · Local - Bellevue	0.00	865.00	173.00	2014 actual contribution
43400 · Local - Blaine County	105,385.00	110,720.00	108,000.00	credit to BC re SV lot purchase
43500 · Local - Sun Valley	180,340.00	216,250.00	216,250.00	
43600 · Local - Sun Valley Co./Other Biz	149,450.00	151,375.00	151,375.00	
<b>Total 43000 · Local Funding</b>	<b>936,199.00</b>	<b>1,013,780.00</b>	<b>1,010,368.00</b>	
44000 · Fares			0.00	
44100 · Fares - Down Valley Cash	75,000.00	76,000.00	76,000.00	
44200 · Fares - Down Valley Passes	125,000.00	130,000.00	130,000.00	
44300 · Fares - Vanpool	140,000.00	175,000.00	175,000.00	
44400 · Fares - ADA	0.00	200.00	1,000.00	new item result of increased demand
<b>Total 44000 · Fares</b>	<b>340,000.00</b>	<b>381,200.00</b>	<b>382,000.00</b>	
45000 · Revenue				
45100 · Rev - Advertising	36,000.00	48,000.00	48,000.00	
45200 · Rev - Business Sponsors	1,500.00	1,000.00	1,000.00	
45500 · Rev - Charter/Special Event	15,000.00	15,000.00	15,000.00	
45600 · Rev - Bike Share-Bike Swap	0.00	6,000.00	6,000.00	
<b>Total 45000 · Revenue</b>	<b>52,500.00</b>	<b>70,000.00</b>	<b>70,000.00</b>	
47000 · Private Donations			0.00	
47100 · Foundations/Other	0.00	500.00	500.00	
<b>Total 47000 · Private Donations</b>	<b>0.00</b>	<b>500.00</b>	<b>500.00</b>	
48000 · Transfer from Housing Fund	18,000.00	20,000.00	20,000.00	
49000 · Interest Income	500.00	500.00	500.00	
49500 · Diesel Tax Refunds	17,000.00	18,000.00	18,000.00	
50000 · Excess Operating Funds	64,389.00	0.00	20,000.00	approved by BOD 2/19/14
<b>Total Income</b>	<b>2,405,088.00</b>	<b>2,385,968.00</b>	<b>2,443,868.00</b>	
<b>Expenses</b>				
<b>Total 51000 · Payroll Expenses</b>	<b>1,491,700.00</b>	<b>1,499,968.00</b>	<b>1,528,590.00</b>	6% lower service level, higher support, 2% average labor increase; added bike /ped coord
<b>Total 52000 · Insurance Expense</b>	<b>93,000.00</b>	<b>103,000.00</b>	<b>111,000.00</b>	premiums up due to claim history
<b>Total 53000 · Professional Fees</b>	<b>35,800.00</b>	<b>40,000.00</b>	<b>42,500.00</b>	bike/ped master plan; RM support
<b>Total 54000 · Equipment/Tools</b>	<b>10,500.00</b>	<b>7,000.00</b>	<b>7,000.00</b>	
<b>Total 55000 · Rent and Utilities</b>	<b>51,000.00</b>	<b>38,500.00</b>	<b>43,000.00</b>	new lease, lower cost but added sv rental for winter
<b>Total 56000 · Supplies</b>	<b>21,900.00</b>	<b>19,900.00</b>	<b>19,900.00</b>	
<b>Total 57000 · Repairs and Maint.</b>	<b>22,000.00</b>	<b>18,000.00</b>	<b>20,500.00</b>	cleaning services, EF ground maintenance
<b>Total 58000 · Communications Exp.</b>	<b>22,500.00</b>	<b>15,500.00</b>	<b>16,000.00</b>	additional data for RM
<b>Total 59000 · Travel and Training</b>	<b>13,000.00</b>	<b>16,500.00</b>	<b>19,000.00</b>	additional training for Jason; RM- Kim
<b>Total 60000 · Business Expenses</b>	<b>8,600.00</b>	<b>8,600.00</b>	<b>8,600.00</b>	
<b>Total 61000 · Advertising</b>	<b>21,500.00</b>	<b>22,000.00</b>	<b>26,500.00</b>	running higher
<b>Total 62000 · Mktg and Promotion</b>	<b>22,000.00</b>	<b>18,000.00</b>	<b>20,500.00</b>	running higher
<b>Total 63000 · Printing and Repr.</b>	<b>15,500.00</b>	<b>12,000.00</b>	<b>12,000.00</b>	
<b>Total 64000 · Fuel Expense</b>	<b>370,088.00</b>	<b>370,000.00</b>	<b>367,078.00</b>	less bus service, but additional vans
<b>Total 65000 · Vehicle Maintenance</b>	<b>146,000.00</b>	<b>147,000.00</b>	<b>151,700.00</b>	additional vehicles
<b>Total 69500 · Fund Expense-Conting</b>	<b>60,000.00</b>	<b>50,000.00</b>	<b>50,000.00</b>	
<b>Total Expense</b>	<b>2,405,088.00</b>	<b>2,385,968.00</b>	<b>2,443,868.00</b>	
<b>Revenue over Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

# Mountain Rides Agenda Item Summary

Date: 03/19/2014

From: Wendy Crosby

Subject: 4b. Approve Disadvantaged Business Enterprise (DBE) Plan, Goal and Small Business Element. This is a required filing with FTA.

Committee Review: ☒ yes ☐ no Committee Finance & Performance Purview:

Previously discussed at board level: ☐ yes ☒ no

Proposed Action: Approve

Fiscal Impact: FY2014-2017

Related Policy or Procedural Impact: DBE policy

Background: Mountain Rides adopted a DBE plan in 2007. An updated Disadvantaged Business Enterprise (DBE) program has not been required in recent years, because we did not meet the threshold of \$250,000 in construction spending in any given fiscal year (we were included under the State DBE Program updates). With projects on our plate for this FY and expected construction expenditures greater than \$250K, we are required to update our DBE Program, DBE Goal and incorporate a small business element. Copies of these documents are attached and we are seeking your approval of them for submission to the FTA. The FTA may require some slight changes and modifications subsequent to approval. We are requesting that the board approve, in advance, any required changes that FTA might make, in order to allow us to keep the process moving forward. Although a DBE Program and Goal are required for all federal recipients, there are no penalties for failure to meet the stated goals. MR will undertake to do its best to meet our goal, but there are a very limited number of DBE firms in our area.



## **Mountain Rides Transportation Authority**

### **Overall DBE Goal and Methodology For Fiscal years 2014-2016**

Board approved March 19, 2014



## **Mountain Rides Transportation Authority DBE Goal FY 2014-2016**

(With Race Neutral Application)

### **Section 26.39 Small Business Participation Goals**

MRTA will incorporate non-discriminatory elements to the DBE program to facilitate competition with FTA funded projects to include small business concerns (both DBEs and non-DBE small businesses).

1. MRTA will take reasonable steps to ensure small business participation by unbundling contracts to eliminate obstacles to their participation.
2. MRTA will work with FTA and ITD to refer providers to other small business programs.
3. MRTA will attempt to provide opportunities of a size that small businesses (including DBEs) can reasonably perform.
4. MRTA will not use race and/or gender consideration with the small business program.
5. MRTA does not award based upon business size.
6. MRTA will use these guidelines upon review and approval of MRTA legal counsel.

### **Section 26.45 Overall Goals**

MRTA's adjusted overall goal for FY 2014 through FY 2016 is 2.0% of the Federal financial assistance based on its previously awarded U.S. DOT assisted contracts exclusive of FTA funds to be used for the design, engineering and development of property and construction of a Ketchum Transportation Hub, a south valley storage facility and improvements to the East Fork bus stop. Methodology is reflected in the Weighing Base spreadsheet.

MRTA's goal for FY2014-FY2016 is therefore set at 2% as noted above.

### **Methodology used to Calculate Overall Goal**

#### **Step 1: 26.45(c)**

The method used to calculate the relative availability of DBEs in accordance with 49 CFR section 26.45(c):

1. MRTA first identified the types of contracts and budget we would need to bid out.
2. Completed the FTA's Weighing Base Figure spreadsheet
3. We identified the number of available DBEs for each listing the ITD DBE directory (<http://www.itd.idaho.gov/civil/dbeforforms.htm>).

4. We identified the number of available businesses utilizing NAICS codes in the US Census Bureau 2011 County Business Patterns for Idaho (<http://censtats.census.gov/cgi-bin/cbpnaic/cbpdetl.pl>) .

**Step 2:** 26.45(d)

The step is to determine an adjusted “base figure” percentage to reflect as accurately as possible the DBE participation MRTA would expect in the absence of discrimination. All available evidence was considered in Step 1 and no adjustment is made. MRTA will record this information going forward in an effort to address these items satisfactorily.

**Race Neutral:** The 2.0% DBE goal for FFY14-FFY16 is 100% race neutral consistent with the Ninth Circuit Court decision.

## Weighted Base Figure Calculation

### Step 1 - Determine the weight of each type of work by NAICS Code:

\* Enter all the FTA-assisted projects below. Project amounts should be assigned relevant NAICS Code(s).

	NAICS Code	Project	Amount of DOT funds on project:	% of total DOT funds (weight)
1)	541330	Engineering Services	\$40,000	0.0356
2)	236220	Commercial and Institutional Construction	\$1,015,000	0.9022
3)	541310	Architectural Design Services	\$55,000	0.0489
4)	541320	Landscape Design Services	\$15,000	0.0133
	<b>Total FTA-Assisted Contract Funds</b>		<b>\$1,125,000</b>	<b>1.0000</b>

### Step 2 - Determine the relative availability of DBE's by NAICS Code:

\* Use DBE Directory, census data and/or a bidders list to enter the number of available DBE firms and the number of available firms.

	NAICS Code	Project	Number of DBEs available to perform this work	Number of all firms available (including DBEs)	Relative Availability
1)	541330	Engineering Services	5	381	0.0131
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	<b>Combined Totals (overall DBE availability)</b>		<b>12</b>	<b>825</b>	<b>0.0698</b>

Step 3 - (Weight) x (Availability) = Weighted Base Figure

	NAICS Code	Project	Weight	x	Availability	Weighted Base Figure
1)	541330	Engineering Services	0.0356	x	0.0131	0.00047
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3)	541310	Architectural Services	0.0489	x	0.0083	0.00040
4)	541320	Landscape Architect Services	0.0133	x	0.0313	0.00042
			1.0000		Total	0.01679
					Expressed as a %	1.68%
					Rounded, Weighted Base Figure:	2%

## Mountain Rides Transportation Authority (MRTA)

### Amendment for DBE Small Business Element

#### **Section 26.39 Fostering Small Business Participation**

MRTA will include a small business element in the Disadvantaged Business Enterprise Program to ensure compliance with 49 CFR Part 26 to foster small business participation. MRTA supports fostering small business participation which includes taking all reasonable steps to eliminate obstacles to their participation, including unnecessary and unjustified bundling of contract requirements that may preclude small business participation in procurements.

For our purposes, defining small business will be based upon the SBA.gov NAICS codes and thresholds for each industry and will be applied as applicable by prime contractors and verified by the DEBELO or appointed employee of MRTA through the Small Business Administration website.

The strategy that MRTA will use to acquire small business participation will be based upon an assessment of contracts. MRTA is a small agency and contracting opportunities for large projects may be limited. It is MRTA's intent to assess any viable contracting opportunity that may allow for prime contractors to provide subcontracting opportunities of a size that small businesses can reasonably perform, rather than self performing all the work involved.

MRTA does not have large projects, or the expertise due to agency size to manage the finite details in regards to unbundling contracts. Our strategy will be geared to working with our prime contractors by requiring them to provide small business opportunities.

MRTA intends to implement the Small Business Participation element by:

- Annually assessing contracting opportunities for larger projects where the Prime Contractor can provide subcontracting to small business
- Prepare a contract clause to be included in bid documents for large projects, requiring Prime Contractors to identify small business opportunities of a size that small businesses can reasonably perform
- Review bids and/or proposals to determine contractor compliance with the small business participation.

MRTA staff will perform verification of small business through the SBA website

- Verification to include: Names and addresses of small business firms that will participate in the contract
- Description of the work the small business firm will perform
- Value of the subcontract
- Percentage and dollar amount of the subcontract to actually be performed by the small business themselves

The timeline for implementation of the Small Business Element Amendment will be May 1, 2014 or as identified by FTA Region 10 when approved, per Region 10 Bulletin No: 2012-06. In addition, the Small Business Element will be incorporated into MRTA's DBE Program.



**Disadvantaged Business Enterprise (DBE)  
DBE Program  
Fiscal Year 2014-2017**

*Submitted in accordance with 49 C.F.R. Part 26  
to the FTA on March 20, 2014  
by Wendy Crosby, Business Manager/DBE Liaison Officer*

## **POLICY STATEMENT**

### **Section 26.1, 26.23**

### **Objectives/Policy Statement**

MRTA has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. MRTA has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, MRTA has signed an assurance that it will comply with 49 CFR Part 26.

It is MRTA's policy to ensure that DBEs as defined in part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. It is also our policy:

1. To ensure nondiscrimination in the award and administration of DOT – assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT assisted contracts;
6. To assist the development of firms that can compete successfully in the market place outside the DBE Program.

MRTA's Business Manager has been delegated as the DBE Liaison Officer. In that capacity, The Business Manager is responsible for implementing all aspects of the DBE program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by MRTA in its financial assistance agreements with the Department of Transportation.

MRTA has disseminated this policy statement to its Board of Directors and all of the components of its organization.

\_\_\_\_\_  
Jason Miller, Executive Director

\_\_\_\_\_  
Date



Mountain Rides Transportation Authority (MRTA) recognizes its responsibility to ensure that Disadvantaged Business Enterprises (DBEs) have equal opportunity to participate in the performance of Federal Transit Administration (FTA) assisted contracts and subcontracts administered by MRTA. As part of this effort MRTA has prepared a new DBE Program Plan to reflect the requirements and guidance contained in 49 CFR 26 (Attachment C).

## **1. GENERAL REQUIREMENTS**

### **A. Purpose**

The purpose of MRTA's DBE Program Plan is to provide guidance to MRTA personnel in implementing 49

CFR part 26. It further assures the FTA that MRTA will never exclude any person from participation in, deny any person the benefits of or otherwise discriminate against anyone in connection with the award and

performance of any contract covered by 49 CFR 26 on the basis of race, color, sex or national origin.

In administering the DBE program, MRTA will not, directly or through contractual or other arrangements, use

criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the program with respect to individuals of a particular race, color, sex, or national origin.

### **B. Scope**

The Program applies to all FTA assisted transit and transportation related contracts administered by MRTA.

### **C. Section 26.1, 26.23                      Objectives**

The objectives are found in the policy statement on the first page of this program.

### **D. Section 26.3                      Applicability**

MRTA is the recipient of federal transit funds authorized by Titles I, III, V, and VI of ISTEA, Pub. L. 102-240 or by Federal transit laws in Title 49, U.S. Code, or Titles I, II, and V of the Teas-21, Pub. L. 105-178.

### **E. Section 26.5                      Definitions**

MRTA will adopt the definitions contained in Section 26.5 of Part 26 for this program.

### **F. Section 26.7                      Non-discrimination Requirements**

MRTA will never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR part 26 on the basis of race, color, sex, or national origin.

In administering its DBE program, MRTA will not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE program with respect to individuals of a particular race, color, sex, or national origin.

### **G. Section 26.11   Record Keeping Requirements**

Uniform Report of DBE Awards or Commitments and Payments: 26.11(a)

MRTA will report DBE participation to the FTA on a quarterly basis, using the electronic forms maintained in TEAM. These reports will reflect payments actually made to DBEs on DOT-assisted contracts.

#### **H. Section 26.13 Assurances**

MRTA has signed the following assurances, applicable to all DOT-assisted contracts and their administration:

##### Federal Financial Assistance Agreement Assurance: 26.13(a)

MRTA shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT assisted contract or in the administration of its DBE Program or the requirements of 49 CFR part 26. MRTA shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT assisted contracts. MRTA's DBE Program, as required by 49 CFR part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to MRTA of its failure to carry out its approved program, the Department may impose sanction as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 *et seq.*).

##### Contract Assurance: 26.13b

MRTA will ensure that the following clause is placed in every DOT-assisted contract and subcontract:

The contractor, sub-recipient, or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

## **2. ADMINISTATIVE REQUIREMENTS**

#### **Section 26.11 Record Keeping Requirements**

##### Uniform Report of DBE Awards or Commitments and Payments: 26.11(a)

MRTA will report DBE participation to the FTA on a quarterly basis, using the electronic forms maintained in TEAM. These reports will reflect payments actually made to DBEs on DOT-assisted contracts.

#### **Section 26.21 DBE Program Updates**

Since MRTA has received a grant of \$250,000 or more in FTA planning capital, and or operating assistance in a federal fiscal year, it will continue to carry out this program until all funds from DOT financial assistance have been expended. MRTA will provide to DOT updates representing significant changes in the program.

#### **Section 26.25 DBE Liaison Officer (DBELO)**

MRTA's Business Manager is designated as the DBELO and as such has responsibility to assure compliance with applicable Federal Regulations and for implementation and administration of VRT's DBE Program.

The Business Manager reports directly to the Executive Director of MRTA. In that capacity, the DBELO is

responsible for implementing all aspects of the DBE program and ensuring that MRTA complies with all provisions of 49 CFR Part 26. The DBELO has direct, independent access to the Executive Director of

MRTA concerning DBE program matters. An organization chart displaying the DBELO's position in the organization is found in Attachment A to this program.

The DBELO is responsible for developing, implementing and monitoring the DBE program, in coordination with other appropriate officials. The duties and responsibilities include the following:

1. Gathers and reports statistical data and other information as required by FTA.
2. Reviews third party contracts and purchase requisitions for compliance with this program.
3. Works with all departments to set overall annual goals.
4. Ensures that bid notices and requests for proposals are available to DBEs in a timely manner.
5. Identifies contracts and procurements so that DBE goals are included in solicitations (both race-neutral methods and contract specific goals attainment and identifies ways to improve progress.
6. Analyzes MRTA's progress toward attainment and identifies ways to improve progress.
7. Participates in pre-bid meetings.
8. Advises the Executive Director and Board of Directors on DBE matters and achievement.

### **Section 26.31 DBE Directory of Certified Firms**

MRTA will utilize the Uniform Certification Program (UCP) administered by the Idaho Transportation Department (ITD) to identify, certify and administer qualified DBE firms. MRTA will also rely primarily on the outreach and education efforts of ITD to raise awareness among ethnic and minority groups and DBE and small business advocacy organizations throughout Idaho.

In the course of fulfilling its responsibilities as the Public Transportation Authority for Blaine County, MRTA will encourage potential DBE firms to work with ITD to achieve DBE status, and MRTA will work closely with ITD to notify them of potential DBE firms.

ITD revises the UCP Directory monthly. The directory is available at <http://www.itd.idaho.gov/civil/dbefirms.htm>.

### **Section 26.27 DBE Financial Institutions**

MRTA will investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community; and will make reasonable efforts to use

these institutions; and will encourage prime contractors on DOT-assisted contract to make use of these institutions. We have reviewed the DBE Directory from ITD and have noted no DBE financial firms.

### **Section 26.29 Prompt Payment Mechanisms**

#### **Prompt Payment: 26.29(a)**

MRTA will include the following clause in each DOT-assisted prime contract:

The prime contractor agrees to pay each subcontractor under a prime contract for satisfactory performance of its contract no later than 30 days from the receipt of each payment the prime contract receives from MRTA. The prime contractor agrees further to return retainage payments to each subcontractor within 30 days after the subcontractors work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of MRTA. This clause applies to both DBE and non-DBE subcontracts.

#### **Monitoring and Enforcement: 26.29(d)**

MRTA will undertake the following monitoring and enforcement mechanisms to ensure compliance with 49 CFR Part26:

1. We will bring to the attention of ITD any false, fraudulent, or dishonest conduct in connection with the program, so that ITD can take the steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the DOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in 26.109.
2. We will consider similar action under our own legal authorities, including responsibility determinations in future contracts.
3. We will also provide a monitoring and enforcement mechanism to verify that work committed to DBEs at contract award is actually performed by the DBEs. This will be accomplished by Site

visits and audits of invoices submitted for payment.

4. We will keep a running tally of actual payments to DBE firms for work committed to them at the time of contract award.

#### **Section 26.33 Overconcentration**

MRTA has not identified that overconcentration exists in the types of work that DBEs perform.

#### **Section 26.35 Business Development Programs**

MRTA has not established a business development program. We will re-evaluate the need for such a program every 3 years when it reviews its overall DBE goals.

#### **Section 26.37 Monitoring and Enforcement Mechanisms**

MRTA will undertake the following monitoring and enforcement mechanisms to ensure compliance with 49 CFR Part26:

1. We will bring to the attention of ITD any false, fraudulent, or dishonest conduct in connection with the program, so that ITD can take the steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the DOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in 26.109.
2. We will consider similar action under our own legal authorities, including responsibility determinations in future contracts.
3. We will also provide a monitoring and enforcement mechanism to verify that work committed to DBEs at contract award is actually performed by the DBEs. This will be accomplished by Site visits and audits of invoices submitted for payment.
4. We will keep a running tally of actual payments to DBE firms for work committed to them at the time of contract award.

#### **Section 26.39 Small Business Participation**

MRTA has incorporated a non-discriminatory element to its DBE program, in order to facilitate competition on DOT-assisted public works projects by small business concerns (both DBEs and non-DBE small businesses). A copy of the SBE is attached as Attachment B.

### **3. GOALS, GOOD FAITH EFFORTS, AND COUNTING**

#### **Section 26.43 Set-asides or Quotas**

MRTA does not use quotas in any way in the administration of this DBE program.

#### **Section 26.45 Overall Goals**

In accordance with Section 26.45, MRTA has submitted its overall DBE goal to the FTA on February 27, 2014. A copy is attached as Attachment B. This section of the program will be updated every three years. In accordance with Section 26.45(f), MRTA will submit its three year goal to FTA on August 1 of 2016 and then on a three year cycle thereafter.

MRTA utilizes the expertise of ITD in qualifying DBE's, consulting with concerned groups and identifying potential DBE's in order to provide a level playing field for participation by all DBEs. By utilizing the expertise of ITD in administering the certification, administration and outreach for the DBE program, MRTA can access a more robust DBE program and contact a greater number of DBE firms than if MRTA operated its own independent program. If, during the course of its regular business operations MRTA becomes aware of a potential DBE firm that is not qualified as a DBE firm with the ITD UCP program, MRTA will encourage that firm to apply to the ITD program. In addition, MRTA will notify ITD of the potential DBE firm.

MRTA will determine its proposed three year goal in accordance with the methodology outlined in

Attachment B and will publish a notice of the proposed overall goals, informing the public that the proposed goal and its rationale are available for inspection during normal business hours at 800 1<sup>st</sup> Ave N., Ketchum, ID, for 30 days following the date of the notice. MRTA and the FTA will accept comments on the goals for 45 days from the date of the notice which will be published in the Ketchum newspaper and will be posted on the MRTA website.

Our overall goal submission to FTA will include a summary of information and comments received during this public participation process and our responses.

We will begin using our overall goal on October 1 of each year, unless we have received other instructions

from FTA. If we establish a goal on a project basis, we will begin using our goal by the time of the first solicitation for a DOT-assisted contract for the project. Our goal will remain effective for the duration of the three-year period established and approved by the FTA.

#### **Section 26.47 Goal Setting and Accountability**

If the awards and commitments shown on MRTA's Uniform Report of Awards or Commitments and Payments at the end of any fiscal year are less than the overall applicable to that fiscal year, we will:

1. Analyze in detail the reason for the difference between the overall goal and the actual awards/commitments; and
2. Establish specific steps and milestones to correct the problems identified in the analysis.

#### **Section 26.49 Transit Vehicle Manufacturers Goals**

MRTA will require each transit vehicle manufacturer, as a condition of being authorized to bid or propose on FTA-assisted transit vehicle procurements, to certify that it has complied with the requirements of this section. Alternatively, MRTA may, at its discretion and with FTA approval, establish project-specific goals for DBE participation in the procurement of transit vehicles in lieu of the TVM complying with this element of the program.

#### **Section 26.51 Meeting Overall Goals/Contract Goals**

MRTA will meet the maximum feasible portion of its overall goal using race-neutral means of facilitating DBE participation. In order to do so, MRTA will use the following means to maximize opportunities for DBE participation:

#### **Section 26.55 Counting DBE Participation**

We will count DBE participation toward overall and contract goals as provided in 49 CFR 26.55.

### **4.- CERTIFICATION**

#### **Section 26.81 Unified Certification Programs**

MRTA utilizes the Unified Certification Program (UCP) administered by the Idaho Transportation Department. This UCP will meet all of the requirements of this section. MRTA will use and count for DBE participation and credit, only those firms certified by ITD.

### **5. – COMPLIANCE AND ENFORCEMENT**

#### **Section 26.109 Information, Confidentiality, Cooperation**

MRTA will safeguard from disclosure to third parties information that may reasonably be regarded as confidential business information, consistent with Federal, state, and local law. Records exempt from disclosure pursuant to Idaho Code include:

1. IC Section 9-348(1)(a) and (b), which prohibit MRTA from disclosing a list of persons who use a mailing list or a telephone number list, and state that no non-governmental entity may use a list of

persons as a mailing list or telephone list;

2. IC Section 9-340B(4)(b) which exempts from disclosure records of buildings, facilities, infrastructure or systems when the disclosure of such information would jeopardize the safety of the public or any person;

3. IC Section 9-340A(1), which exempts from disclosure under state law those records that are exempt from disclosure under federal law; or

4. IC Section 340D, which exempt from disclosure trade secrets and proprietary information.

Notwithstanding any contrary provisions of state or local law, MRTA will not release personal financial information submitted in response to the personal net worth requirement to a third party (other than FTA) without the written consent of the submitter.

## **ATTACHMENTS**

Attachment A: MRTA Organizational Chart

Attachment B: MRTA Goal Setting Methodology

Attachment C: DBE Regulation, 49 CFR Part 26

## **Attachment A**

### **MRTA Organizational Chart**

## **Attachment B**

### **Mountain Rides Transportation Authority DBE Goal FY 2014-2016** (With Race Neutral Application)

#### **Section 26.39 Small Business Participation Goals**

MRTA will incorporate non-discriminatory elements to the DBE program to facilitate competition with FTA funded projects to include small business concerns (both DBEs and non-DBE small businesses).

1. MRTA will take reasonable steps to ensure small business participation by unbundling contracts to eliminate obstacles to their participation.
2. MRTA will work with FTA and ITD to refer providers to other small business programs.
3. MRTA will attempt to provide opportunities of a size that small businesses (including DBEs) can reasonably perform.
4. MRTA will not use race and/or gender consideration with the small business program.
5. MRTA does not award based upon business size.
6. MRTA will use these guidelines upon review and approval of MRTA legal counsel.

#### **Section 26.45 Overall Goals**

MRTA's adjusted overall goal for FY 2014 through FY 2016 is 2.0% of the Federal financial assistance based on its previously awarded U.S. DOT assisted contracts exclusive of FTA funds to be used for the design, engineering and development of property and construction of a Ketchum Transportation Hub, a south valley storage facility and improvements to the East Fork bus stop. Methodology is reflected in the Weighing Base spreadsheet.

MRTA's goal for FY2014-FY2016 is therefore set at 2% as noted above.

#### **Methodology used to Calculate Overall Goal**

##### **Step 1: 26.45(c)**

The method used to calculate the relative availability of DBEs in accordance with 49 CFR section 26.45(c):

1. MRTA first identified the types of contracts and budget we would need to bid out.
2. Completed the FTA's Weighing Base Figure spreadsheet
3. We identified the number of available DBEs for each listing the ITD DBE directory (<http://www.itd.idaho.gov/civil/dbeforms.htm>)



## Attachment B continued

4. We identified the number of available businesses utilizing NAICS codes in the US Census Bureau 2011 County Business Patterns for Idaho (<http://censtats.census.gov/cgi-bin/cbpnaic/cbpdetl.pl>).

### **Step 2:** 26.45(d)

The step is to determine an adjusted “base figure” percentage to reflect as accurately as possible the DBE participation MRTA would expect in the absence of discrimination. All available evidence was considered in Step 1 and no adjustment is made. MRTA will record this information going forward in an effort to address these items satisfactorily.

**Race Neutral:** The 2.0% DBE goal for FFY14-FFY16 is 100% race neutral consistent with the Ninth Circuit Court decision.

## Attachment B continued

### Weighted Base Figure Calculation

#### Step 1 - Determine the weight of each type of work by NAICS Code:

\* Enter all the FTA-assisted projects below. Project amounts should be assigned relevant NAICS Code(s).

	NAICS Code	Project	Amount of DOT funds on project:	% of total DOT funds (weight)
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	<b>Total FTA-Assisted Contract Funds</b>		<b>\$1,125,000</b>	<b>1.0000</b>

#### Step 2 - Determine the relative availability of DBE's by NAICS Code:

\* Use DBE Directory, census data and/or a bidders list to enter the number of available DBE firms and the number of firms.

## Attachment B continued

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### Step 3 - (Weight) x (Availability) = Weighted Base Figure

	NAICS Code	Project	Weight	x	Availability	Weighted Base Figure
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3)	541310	Architectural Services	0.0489	x	0.0083	0.00040
4)	541320	Landscape Architect Services	0.0133	x	0.0313	0.00042
			1.0000		<b>Total</b>	0.01679
					Expressed as a %	1.68%
					<b>Rounded, Weighted Base Figure:</b>	<b>2%</b>

## **ATTACHMENT C**

### **49 CFR part 26**

(Left out for content-legislation is 73 pages long and can be found at [www.fhwa.dot.gov](http://www.fhwa.dot.gov))

# Mountain Rides Agenda Item Summary

Date:

03/19/2014

From:

Jason Miller

Subject:

4c. Status of South Valley facility – land, environmental, conditional land use permit and other inspection period items

Committee Review:

☒ yes

☐ no

Committee

Both Committees

Purview:

Previously  
discussed at board  
level:

☐ yes

☐ no

Proposed Action:

Review

Fiscal Impact:

Facilities budget

Related Policy or  
Procedural Impact:

Capital Improvement Plan

Background:

Attached is the updated critical path. Recent accomplishments include:

- Met with Matt Engle who manages Southern Belle to review the project. Matt is comfortable with the project. A few things to note from that meeting: No pre-fab metal is allowed - stick or concrete block construction only. Also, association dues will be approximately \$1000 per year for maintenance of common areas. Project would have to go to their architectural review board before being submitted to the city of Bellevue for design review.
- Purchase agreement has been recorded, 120 day inspection period started
- Documented Categorical Exclusion environmental document has been submitted to the Federal Transit Administration and is under review (estimated to take 30 days)
- Disadvantaged Business Enterprise program and goal is included for approval in this packet and will be filed immediately. 90 days for review. This will not hold back the release of the inspection period and other tasks.
- Conditional Use Permit with Bellevue - this is currently being prepared with help from Michael Pogue for submission to Bellevue in next 2-3 weeks.

## South Valley Facility Critical Path –2014

### Secure interest in land

- Work with Blaine County on transfer agreement
- Establish in-kind w/FTA

Jan 14

### DBE Policy Update

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

Jan – Apr  
2014

### Approvals from City, FTA, Southern Belle

- All necessary entitlements from city, industrial park

Jan – Apr  
2014

### Design/Engineering

- RFQ for LEED building with support from Integrated Design Lab
- option specs for bid alts

May – July  
2014

### Construction

- Bid in July 2014
- Start construction in Aug/Sept 2014;<sup>30</sup> complete by Jan 2015

Aug 14 –  
Jan 15



## MINUTES

**Planning and Marketing Committee, Wednesday, 3/5/14, 1:00pm**

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

In attendance: Steve Wolper, Nils Ribi, Joe Miczulski, Dave Patrie, Jason Miller, and Kim MacPherson

Meeting start: 1:00pm

1. Review latest design and model of the Ketchum transportation hub.
  - a. The group went to Dale Bates' office to see the latest model of the Hub design.
2. Discuss the CC&R's for Southern Belle as they impact the south valley facility.
  - a. The group discussed the CCR's for the property.
3. Other items to come before the committee.

Meeting end: 1:40pm



## **Minutes**

### **Finance and Performance Committee 2/5/14 2:30 pm**

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

Attendance: Mark Gilbert, Susan McBryant, Jason Miller, Wendy Crosby

Absent: Michael David

- 1) Reviewed and approved monthly financials and checks issued (Dec).
- 2) Reviewed draft of FY2013 excess operating funds calculation. Committee recommended increasing the amount retained in Operations Fund by \$5,000 in order to add a line item to the FY2014 budget for an Employee Assistance fund.
- 3) Discussed safety audit report from the Washington State Transit Insurance Pool. No major findings. MR staff is working on implementing recommendations.
- 4) Discussed goals and approach to developing FY2015 budget. Committee asked MR staff to review the percentage of LOT receipts MR has received in past years.

Adjourned 3:40PM.





## Minutes

**Finance and Performance Committee 3/5/14, 2:30 pm**

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

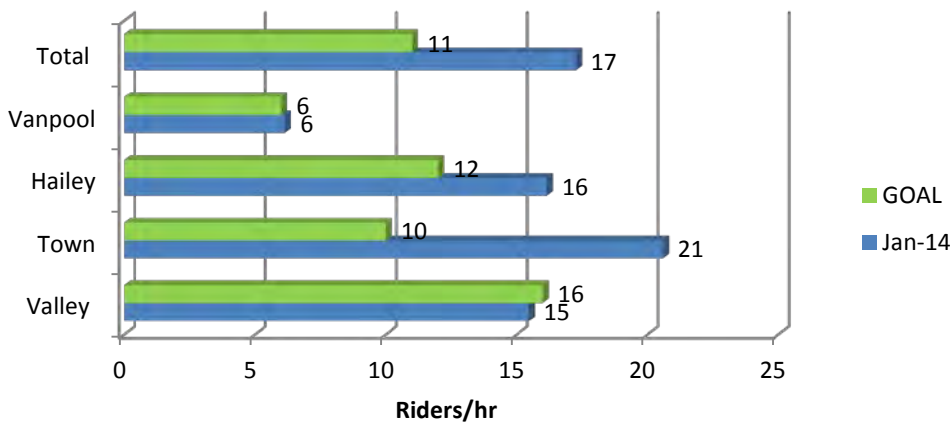
Meeting called to order at 2:45PM due to time over-run by Special Board Meeting

- 1) Reviewed monthly financials and bills (Jan).
- 2) Reviewed proposed FY2014 budget amendments and the committee OK'd the changes and recommended it go to BOD for approval.
- 3) Discussed needed policies for 2014 as a result of recent financial and safety audits and discussed a plan for developing new policies. Added Record Retention Policy. Further discussion at the F&P level is needed to determine priority and timing.

Meeting adjourned at 3:40PM.

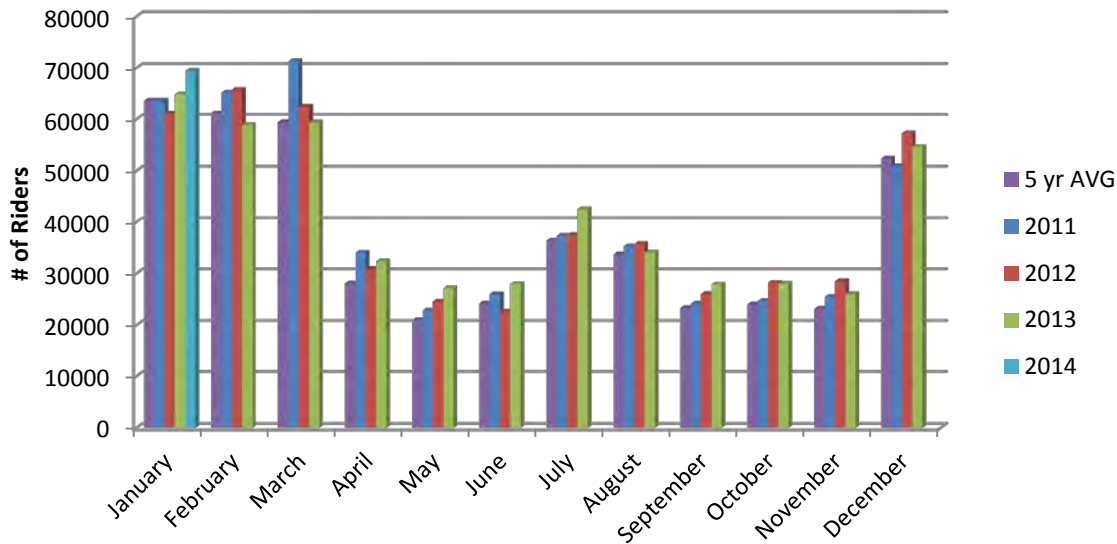
## PERFORMANCE DASHBOARD - RIDERSHIP, JANUARY 2014

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.

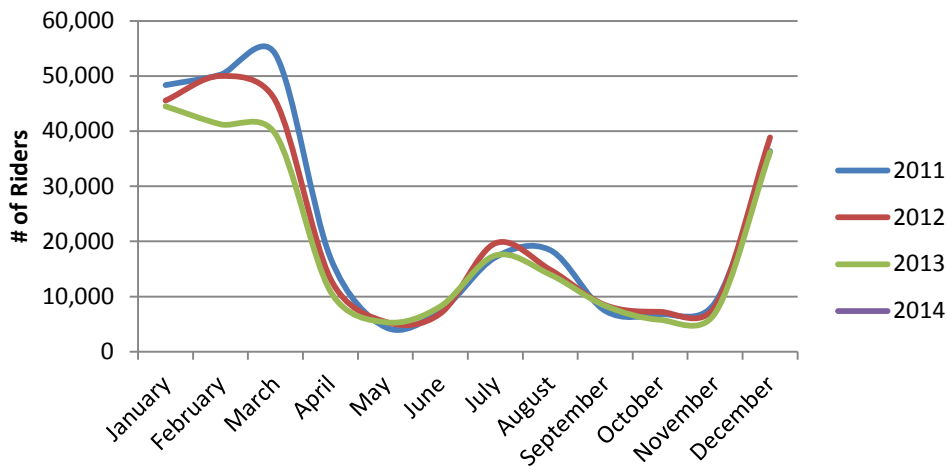
Total Ridership by Month



YTD Ridership  
69,377

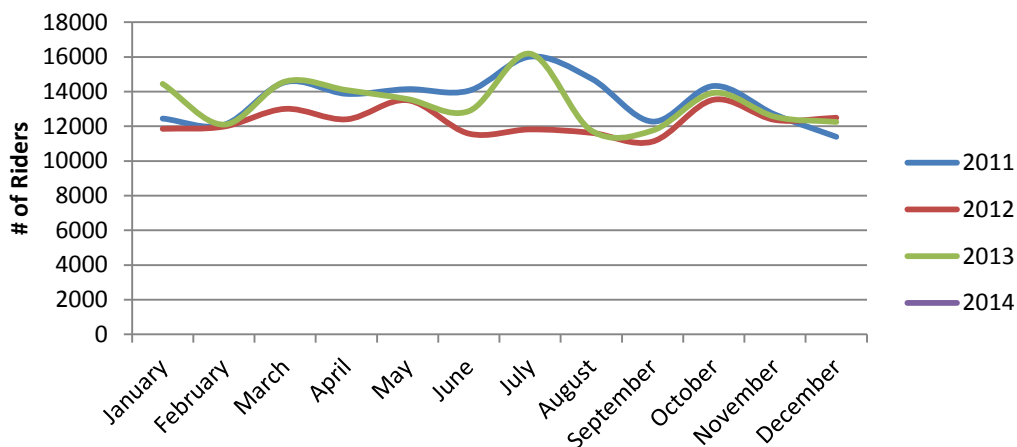
Definition: Monthly ridership compared with one year ago, two years ago and the 5 year average.

Town Routes

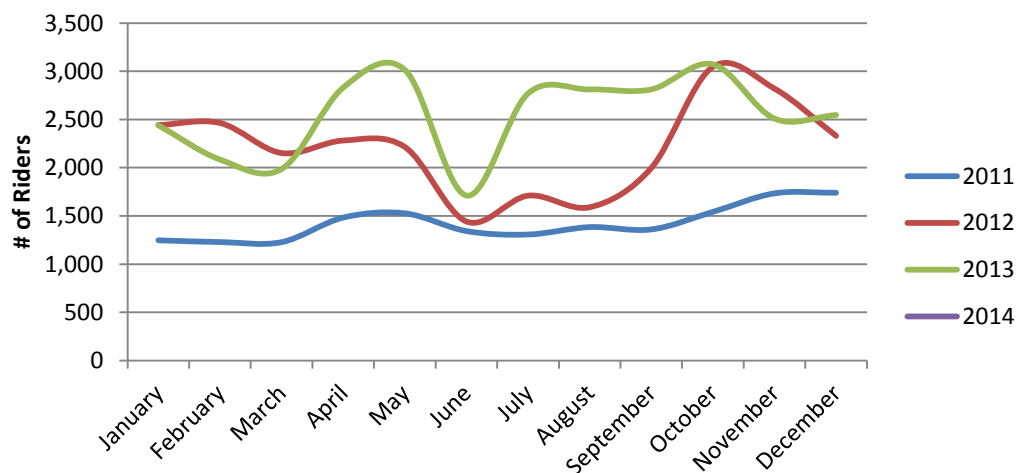


## PERFORMANCE DASHBOARD - RIDERSHIP BY ROUTE, JANUARY 2014

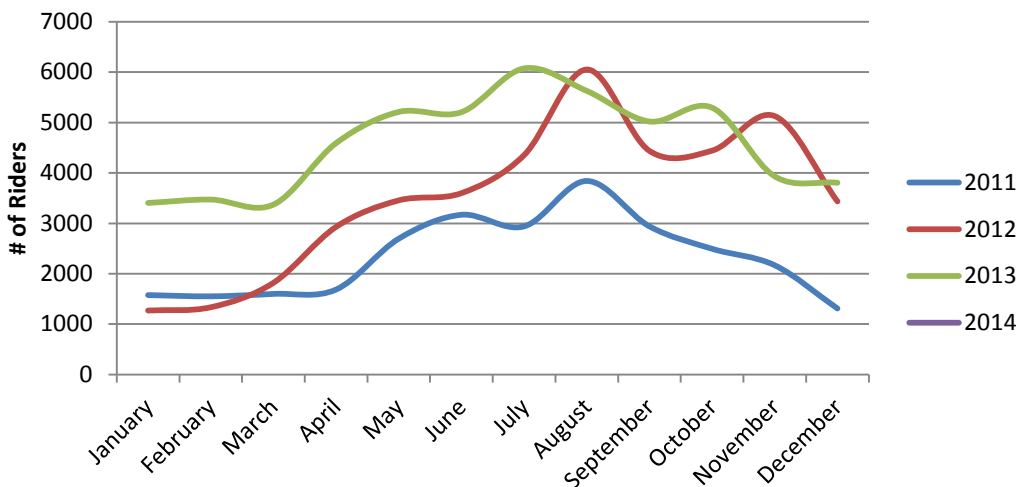
### Valley Route



### Hailey Route

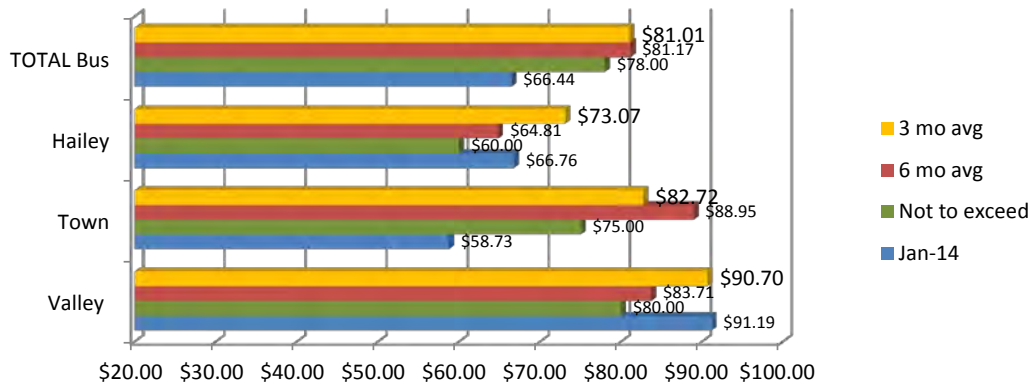


### Vanpool



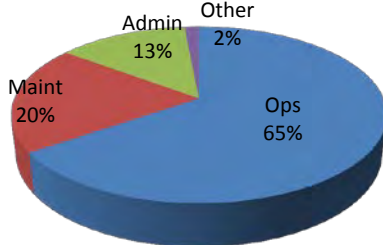
## PERFORMANCE DASHBOARD - FINANCIAL, JANUARY 2014

Costs per hour

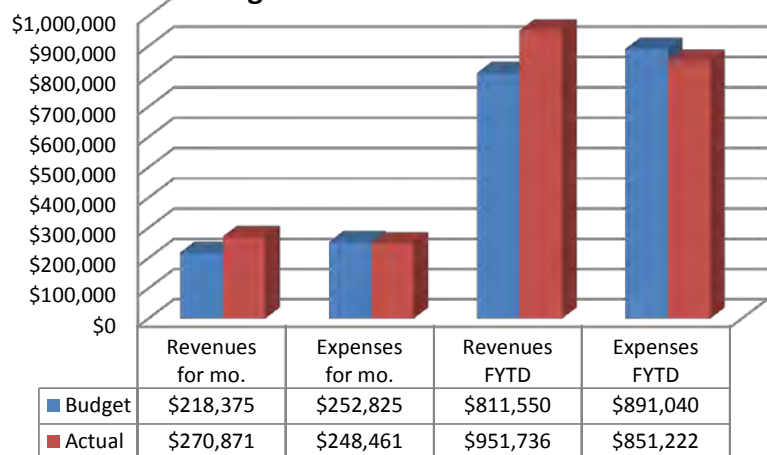


Definition: Monthly costs divided by the number of bus revenue service hours operated for the month. Being lower than goal is good. Monthly numbers are compared to 3 month average in order to give a longer time period for reference (monthly fluctuations can be great).

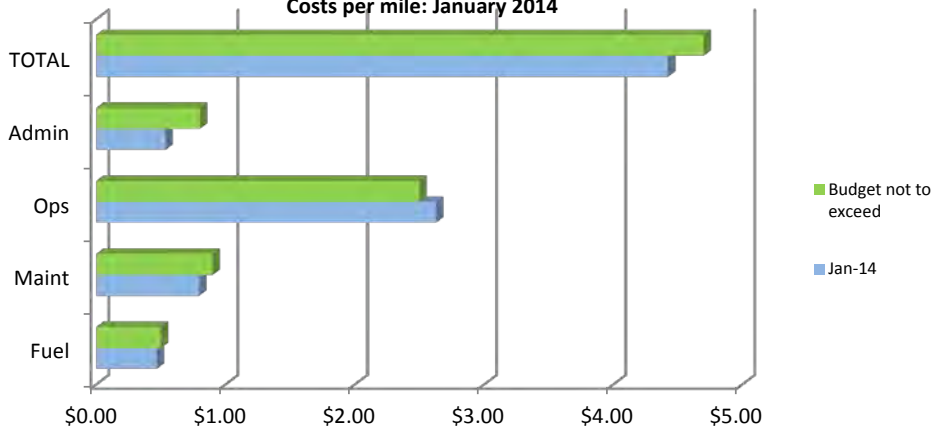
Costs by Department,  
JANUARY 2014  
(total costs = \$248,461)



Budget vs Actual - JANUARY 2014

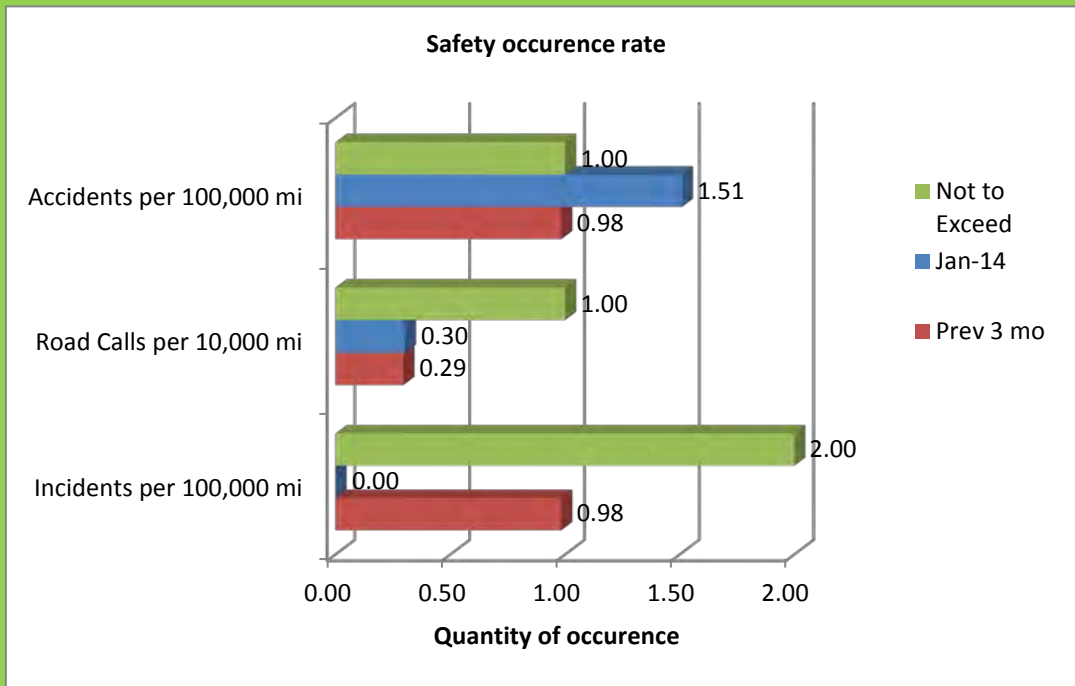


Costs per mile: January 2014



Definition: Costs for services are taken in total for the month and then divided by the mileage operated for the month. Costs are also calculated for each department to show the contribution to costs per mile. The budget is established based on historical averages and what is reasonable on a statewide basis for a rural fixed route system.

## PERFORMANCE DASHBOARD - SAFETY, JANUARY 2014



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

Safety	Nov-13	Dec-13	Jan-14
<b>Incidents</b>	0	2	0
<b>Accidents</b>	0	1	1
<b>Road Calls</b>	1	3	2

**Incident** is defined as an event that involved a minor collision, injury or altercation that may have caused physical damage or injury (less than \$200) to MRTA property or persons only. No outside parties involved.

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

**147**

**Accident** is defined as an event that caused damage to one or more MR vehicles or property in excess of \$200 OR damage to vehicles, property or persons unrelated to MRTA in any amount.

**Road Call** is defined as a vehicle that is taken out of revenue service because of a need for unscheduled maintenance.

# Mountain Rides Staff Report

Date:

03/19/2014

Staff Member:

Jim Finch

Department:

Operations

Department  
Highlights from the  
Previous Month:

February 2014 was a great month considering the meager snow pack! Ridership jumped significantly later in the month with the arrival of snow, visitors and the National Brotherhood of Skiers conference.

Overall ridership up 18% compared to 2013 (+6% compared to 2012). Total 69,845 riders!

Blue route +33% Green -15% Red +13% Silver + 24% Bronze -12%

Total Town Route: 51,060 riders +24%

Total Valley Route: 11,906 -2% compared to 2013 (service reduced in current schedule)

Total Hailey Route: 2714 +30% compared to 2013

Vanpool: 3697 riders +6% compared to 2013

Progress on  
projects/initiatives:

February Safety Focus for the Operations Department was Defensive Driving. SAFETY IS OUR FIRST PRIORITY. We experienced many snow days in February.  
NO ACCIDENTS OR INCIDENTS IN FEBRUARY 2014!

Challenges/  
Opportunities:

Kaitlyn wins Gold and Hilary wins Silver! Being an integral component of this vibrant and successful community is vital to the sustainability of our organization. Our staff cheered the Olympians' success and joined in the celebration with customized electronic destination sign messages flashing throughout the system!

"KAITLYN ROCKS" AND ""WE LOVE HILARY"

# Mountain Rides Staff Report

Date:

03/19/2014

Staff Member:

Rod Domke

Department:

Maintenance

Department  
Highlights from the  
Previous Month:

Presently at 147 days without a time loss accident/incident.  
Record is 825

Our new 35ft Gillig,#29, has been placed into service on a valley route. Drivers and passengers alike have voiced their appreciation for the new Cadillac in the fleet.

A big thank you to Steve Wolper for his direction with our Ketchum Facility Upgrades. Once again, he has saved us thousands of dollars.

Progress on  
projects/initiatives:

We are assembling our wish list for our new Down Valley facility. Once we enter the design phase, our direction will become more clear.

In the process of locating 2-3 good used vans to replace at least two high mileage van pool vehicles.

Preliminary steps are in place to purchase an ADA vehicle for our South Valley demands. Federal monies are slated for this project.

Spring cleaning of bus stops and facilities has begun.

Challenges/  
Opportunities:

Rod went to Pocatello and visited PRT (Pocatello Regional Transit), to examine their plans and site for a new administration and maintenance facility. The project is in its early stages, hoping to be completed by this fall - early winter. None the less, giving us a different perspective to keep in mind for our own project.

# Mountain Rides Staff Report

Date:

03/19/2014

Staff Member:

Kim MacPherson

Department:

Marketing Outreach

Department  
Highlights from the  
Previous Month:

I have implemented the "Complimentary Bus Pass Service" for several of the auto body and auto service shops in Bellevue and Hailey. They got a sign for their counter, a quick reference guide for the bus stop closest to their shop, bus schedules and 10 free one-way passes to try. "Compliments of \_\_\_\_\_" passes are available for them to buy at a discount for the future. I have already had one shop buy 10 more.

Progress on  
projects/initiatives:

This idea is part of the Marketing and Communications Plan partnering with other businesses to increase awareness of the bus service.

As an aside...I rode the chair lift with someone who will be taking his car to Les Schwab next week for service and he mentioned he wanted to try the bus out, so I told him about the passes.

The Winter Customer Satisfaction surveys are under way. The bus drivers are doing a great job of handing them out.

Challenges/  
Opportunities:





788-RIDE • MOUNTAINRIDES.ORG

COMPLIMENTS OF

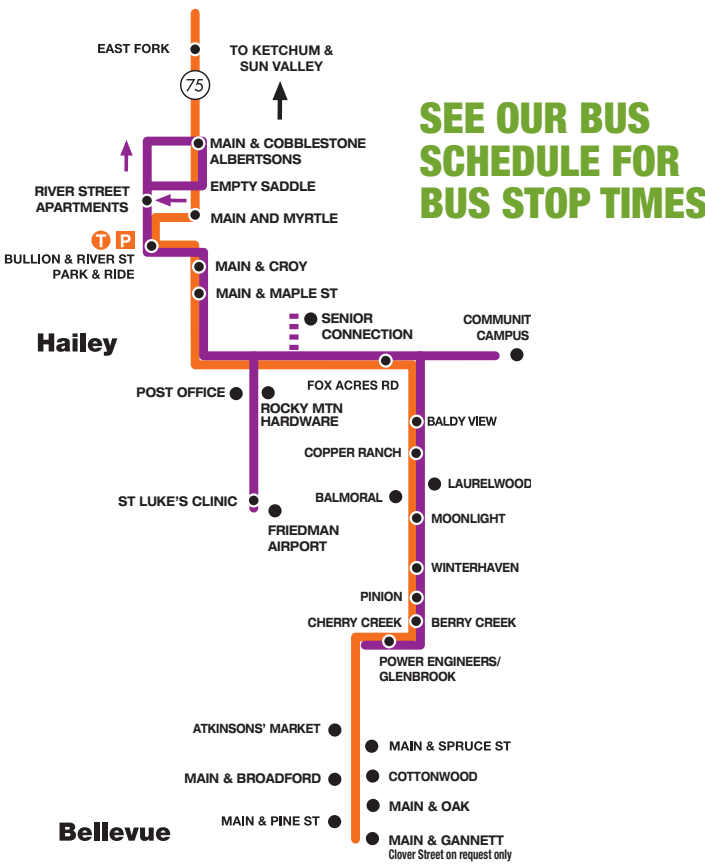
YOUR TRANSPORTATION SOLUTION  
Bellevue • Hailey • Ketchum • Sun Valley

**RELAX AND LEAVE THE DRIVING TO US!**



# FREE BUS PASS

## VALLEY AND HAILEY TOWN ROUTE



**WWW.MOUNTAINRIDES.ORG • 788-RIDE (7433)**

# Mountain Rides Staff Report

Date:

03/19/2014

Staff Member:

Wendy Crosby

Department:

Business-Finance

Department  
Highlights from the  
Previous Month:

All grant requests were submitted prior to deadlines. We have been working to ensure all additional ITD requests for information are met. The DCC Balancing meeting is coming up April 9th when our requests will be considered.

Progress on  
projects/initiatives:

MRTA DBE Program requires complete updating, which was not made clear until late in Feb. Despite misleading information from the FTA regarding the requirements for FY2014, good progress was made on it. The program, goal and SBE are all included on the agenda this month for your approval.

Challenges/  
Opportunities:

Workload has been heavy of late and as a result the East Fork project is not moving forward as quickly as I would like. I hope to make progress on it in the coming weeks.

# Mountain Rides Staff Report

Date:

03/19/2014

Staff Member:

Jason Miller

Department:

Executive Director

Department  
Highlights from the  
Previous Month:

Route Match visit - In late February, Route Match came for one more visit to understand the last 4 items on our punch list that must be improved before we accept the system. Since the visit, 2 items have been resolved and 2 items remain, which are same day bus trades and reporting. I hope to have an update on the final 2 items within the next month.

Master Calendar - Based on committee input, we are moving forward with putting all of our strategic initiatives, capital projects, ongoing board/committee work, marketing and communications initiatives, and department work into the online project management and collaboration tool called Basecamp. In another 2 weeks, the tool should be ready to preview.

Great effort from all staff! - We all have been plenty busy lately, and Mountain Rides employees have done a great job of pulling together and getting lots done. February was very busy operationally and we had safe operations and lots of ridership!

Progress on  
projects/initiatives:

Bike-ped Master Plan - Harmony Design has recently delivered the first draft of the Blaine County Bike and Pedestrian Master Plan. After the working group has reviewed, the plan will be sent out to the broader stakeholder group for review and then to the Blaine County Regional Transportation Committee for adoption.

Ketchum Hub - we have submitted our application to Ketchum Planning and Zoning and will be on the docket for their April 28th meeting. To date, we have spent \$45,440 of the \$90,975 contract with Eggers and Associates for design and engineering.

Challenges/  
Opportunities:

FY2015 Budget - In April, the Finance and Performance committee will be working on a first draft of the MR FY2015 budget. Some cities, like Bellevue, have already started on their budget planning and Mountain Rides is involved in those discussions.

Capital funding through ITD for 5339 program - ITD recently announced that Mountain Rides can apply for \$119,000 in capital equipment funding from FTA for vehicle replacement. As expected, this is significantly below our \$400,000 replacement need per year, so we will continue on the path of replacing lower cost vehicles and refurbishing higher cost vehicles.

# Mountain Rides Agenda Item Summary

Date:

From:

Subject:

Committee Review: ☐ yes ☐ no Committee Purview:

Previously discussed at board level: ☒ yes ☐ no

Proposed Action:

Fiscal Impact:

Related Policy or Procedural Impact:

Background:



**REGULAR MEETING  
MOUNTAIN RIDES TRANSPORTATION AUTHORITY  
Wednesday, February 19, 2014, 12:00 p.m.  
Ketchum City Hall Meeting Room, Ketchum, Idaho**

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

**PRESENT:** Chairman Susan McBryant, Vice-Chair Mark Gilbert (Sun Valley), Secretary Steve Wolper (at-large), Michael David (Ketchum), Nils Ribi (Sun Valley), Joe Miczulski (Bellevue), and David Patrie (Blaine County).

**ALSO** Mountain Rides Executive Director Jason Miller

**PRESENT:** Mountain Rides Business Manager/Treasurer Wendy Crosby  
Mountain Rides Operations Manager Jim Finch  
Administrative Support Coordinator Kim MacPherson

**1. CALL TO ORDER**

[12:04:11 PM](#) Chair Susan McBryant called to order the meeting of Wednesday, February 19, 2014 at 12:04 p.m.

**2. PRESENTATION**

*Recognition of Peter Everett for his eight years of service on the Mountain Rides board.*

[12:04:24 PM](#) Chair McBryant praised Mr. Everett's work on the board and noted that he has resigned his position as representative of the City of Ketchum. Jason Miller thanked Mr. Everett for his guidance, and read the presentation. Mr. Everett expressed his gratitude to the board and staff for their support and efforts. Staff, board and community members also expressed their gratitude to their peer, friend, and mentor.

Comments were also made by Jim Jaquet and Curtis Kemp.

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

None offered.

**4. PUBLIC COMMENT PERIOD FOR ITEMS NOT ON THE AGENDA (including questions from Press)**

None offered.

**5. ACTION ITEMS AND DISCUSSION ITEMS (Action items were considered out of order and noted as such in these minutes.)**

**a. Action item: (p.2-14)**

*Approve final master plan design for intermodal project at Sun Valley Rd. & East Ave. (The Hub)*

[12:16:15 PM](#) Kurt Eggers introduced the design team and summarized the current status and

details of the project. Discussion included bicycle traffic and safety, flexibility with growth, tree breaks, maintenance, bicycle parking, safe drainage grates, curbs, wayfinding, sense of place, lighting, and projected future needs. **Mike David moved to approve the master plan layout and concept of the design elements. Joe Miczulski seconded, and the motion carried unanimously.** Also present from the design team were Ryan Hales, Dale Bates and Jeff Loomis.

**b. Action item: (p.15-21)**

*Approve submittal of Federal Transit Administration funding applications for 5311 and 5310 funding for FY15 grants (April 1, 2015-March 31, 2015 funding)*

[1:01:26 PM](#) **Mark Gilbert moved to approve the item.** Discussion included the amounts being requested and challenges of the application. **Steve Wolper seconded, and the motion carried unanimously.**

**c. Action item: (p.22-24)**

*Approve submittal of Community Choices for Idaho grant application for East Fork bus pull-out and passenger waiting area (SW corner)*

[1:05:44 PM](#) Jason Miller provided a review of the application. **Nils Ribi moved to approve the submittal of the grant application for the East Fork bus pull-out and passenger waiting area. Mark Gilbert seconded, and the motion passed unanimously.**

**f. Action item: (p.41-42)**

*Approve updated board meeting calendar for remainder of 2014*

[1:08:38 PM](#) Discussion included whether staff should have a lunch break scheduled into this meeting calendar, efficiency of process, and possible changes. **Dave Patrie moved to approve the updated board meeting calendar for the remainder of 2014. Joe Miczulski seconded, and the motion passed unanimously. The motion was amended to adopt a meeting start time of 12:30 p.m. and to allow meeting in the Sun Valley City Hall should the Ketchum City Hall be booked at that time. The amended motion carried unanimously.**

**g. Action item: (p.43-44)**

*Approve nominations for CTAI/ITD leadership award*

[1:25:18 PM](#) Discussion included what entities or individuals could be nominated, and marketing advantages. **Steve Wolper moved to nominate Jason Miller for a leadership award, the van pool for a program award, and the Hub for a process award. Mike David seconded, and the motion passed unanimously.** Chair McBryant asked for participation of staff and board in the nomination process.

**h. Action item: (p.45)**

*Approve Federal Transit Administration Certifications and Assurances for FY2014*

[1:30:54 PM](#) **Mark Gilbert moved to approve. Nils Ribi seconded.** Discussion included whether all rules and guidelines have been properly addressed. **In a call for the question, the motion passed unanimously.**

**d. Action item: (p.25-30)**

*Approve FY20113 excess operating fund calculation*

[1:32:20 PM](#) Mark Gilbert provided detailed explanation of some calculations and reasoning. **Mark Gilbert moved to approve the item. Steve Wolper seconded, and the motion passed unanimously.**

**e. Action item: (p.31-40)**

*Approve Strategic Initiatives for 2014*

[1:35:44 PM](#) Discussion included whether the entire WSTIP document should be incorporated by reference, changing any reference to 3-5 years to 5-years, specific language suggestions, airport funding as it relates to budgeting, branding, and the delay between approving funding and the actual initiation of construction of the Hub. **Nils Ribi moved to approve with the minor edits and inclusion on initiative No. 7. Mark Gilbert seconded, and the motion carried unanimously.**

**i. Discussion item: (p.46-47)**

*Discuss naming of the intermodal project at Sun Valley Rd. & East Avenue (The Hub)*

[1:46:31 PM](#) Discussion included reasons for specific words, location verbiage, and support for a short and clear name.

**j. Discussion item: (p.48-53)**

*Update on Washington State Insurance Pool visit*

[1:52:32 PM](#) Discussion included the value of the report and the WSIP visit.

**6. Committee Reports**

*a. Planning and Marketing Committee report from Chair Steve Wolper (p.119)* [1:52:55 PM](#)

i. Committee members approve minutes for February

*b. Finance and Performance Committee report from Mark Gilbert (p.120)* [1:53:04 PM](#)

i. Committee members approve minutes for February

**Motions were made to approve the committee minutes. The motions were seconded and passed unanimously.**

**After discussion regarding the need to vacate the meeting space to another meeting, David Patrie moved and Steve Wolper seconded and approved unanimously to table agenda items #7 and #8 and moving them to the March special board meeting.**

**7. Because of the need to vacate the meeting room, Board member Steve Wolper moved to adjourn the meeting at 1:59 p.m., seconded by Board Member Michael David. Motion passed unanimously.**

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Chairman Susan McBryant





**SPECIAL BOARD MEETING – JOINT COMMITTEE WORKSHOP  
MOUNTAIN RIDES TRANSPORTATION AUTHORITY BOARD OF DIRECTORS  
Wednesday, March 5, 2014  
Webb Conference Room Annex, 191 8<sup>th</sup> Street, Suite D, Ketchum, Idaho 83340**

Board Members of the Mountain Rides Transportation Authority of the Cities of Bellevue, Hailey, Ketchum and Sun Valley, and Blaine County, State of Idaho, met in a Special Meeting at the Webb Conference Room, Ketchum, Idaho.

**PRESENT:** Secretary Steve Wolper, David Patrie, Joe Miczulski, Michael David and Nils Ribi

**ABSENT:** Chairman Susan McBryant and Vice-Chairman Mark Gilbert

**ALSO** Mountain Rides Executive Director Jason Miller

**PRESENT:** Mountain Rides Business Manager Wendy Crosby

Mountain Rides Administrative Support Coordinator Kim MacPherson

Mountain Rides Operations Manager Jim Finch

Mountain Rides Maintenance Manager Rod Domke

**1. CALL TO ORDER**

Secretary Steve Wolper called to order the meeting of Wednesday, February 5 at 1:45pm.

**2. Review outline of 5 year business plan**

The board members made comments and suggestions for the business plan that Jason drafted.

**3. Discuss project plans for ongoing capital projects and current status**

The group discussed the master calendar. Staff has chosen Base Camp project calendar to work with.

**4. Approve committee reports for February from Planning & Marketing and Finance & Performance (this is a carry-over item from the regular February board meeting.)**

Joe Miczulski moved to approve Planning & Marketing minutes for February. Dave Patrie seconded. Nils Ribi abstained. The motion passed unanimously.

The Finance & Performance minutes will be moved to the March regular board meeting agenda since there were no board members from the committee present.

**5. Discuss Staff Reports (these are carry-over from regular February board meeting)**

**6. Approve Consent Calendar Items (these are carry-over from regular February board meeting)**

**a. Approve minutes**

January regular board meeting, January 16 special meeting and February 5 special meeting.

**b. Receive and file December 2013 financials.**

Nils Ribi moved to approve the minutes and financials as presented. Joe Miczulski seconded. The motion carried unanimously. Discussion included taking off "recorded" if the meeting was not recorded.

**5. ADJOURNMENT**

With no other business to come before the Board, Board Member Mike David moved to adjourn the meeting at 2:34 p.m., seconded by Board Member Joe Miczulski. Motion passed unanimously.

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Secretary Steve Wolper

# Mountain Rides Agenda Item Summary

Date:	03/19/2014
From:	Wendy Crosby
Subject:	7b. January financials
Background:	<p>For the month of January 2014:</p> <p>On the Revenue side, Federal reimbursements were over budget for the month due to 5316 and 5317 receipts. We have fully used all 5316 funds and we are hoping to receive an extension of time to use the remaining 5317 funds in order to use them for operating costs. If an extension is not granted we will use the projected remaining \$40K for capital needs (ADA van and annunciators). Van pool and ADA fares continue to exceed budget reflecting new SV Co.van pool fare structure and higher ADA demand. Bus Ad revenue is being collected quicker than anticipated but is expected to end the year on budget. Total Expenses for January were slightly below budget, with lower than budget fuel expenses as the primary reason. A few items exceeded the monthly budget but are still expected to come in on budget over the course of the year: Insurance - MR paid for WSTIP travel expenses, Janitorial/Safety Supplies and Building Repairs/Maint- purchases made as a result of WSTIP recommendations, Internet/Website - changes made to update maps and photos, Travel/Training - reimbursements not yet received (timing), Info Displays/Signage - timing.</p> <p>Some items are over-budget and will require an increase in the annual budget. These are:</p> <p>Rent/Utilities - SV facility rent and utilities running higher, Cell/2 -Way Radio - RM data overages (plan changed as a result of high data use), Print Advertising- print ads are running higher due to HUB public workshop ads and Bike/Ped Master Plan ads (reimbursement timing), Internal Marketing/ Events - Employee banquet, safety awards; budget should be increased as all food is allocated to this account for grant accounting purposes.</p> <p>January 2014 Checks Issued: Large/Unusual Items of note:</p> <ul style="list-style-type: none"><li>-Jason Miller -\$486.40 and Wendy Crosby \$184.42-travel exp reimb</li><li>- Anderson Nielson Robins-\$9600- annual audit expense</li><li>- Atkinson's - \$1817.28 - employee Xmas gift cards</li><li>-Harmony Design - \$1875 and \$1485 to be reimbursed by Blaine County</li><li>-Blaine County Senior Connection -\$1416- employee safety awards banquet</li></ul>

10:43 AM

03/12/14

Accrual Basis

**MRTA - Operations Main**  
**Revenue & Expenditures Budget Performance**  
**January 2014**

	Jan 14	Budget	% of Budget	Oct '13 - Jan 14	YTD Budget	% of Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
41000 · Federal Funding							
41200 · Federal - 5311	121,905.00	75,000.00	162.5%	297,723.00	245,000.00	121.5%	789,000.00
41300 · Federal - 5316	2,568.00			66,955.00	0.00	100.0%	0.00
41400 · Federal - 5317	5,723.00			24,425.00	0.00	100.0%	0.00
41500 · Federal - Stimulus/5310	0.00	6,500.00	0.0%	0.00	25,500.00	0.0%	77,488.00
<b>Total 41000 · Federal Funding</b>	<b>130,196.00</b>	<b>81,500.00</b>	<b>159.7%</b>	<b>389,103.00</b>	<b>270,500.00</b>	<b>143.8%</b>	<b>866,488.00</b>
42000 · State Funding							
42100 · State - Safe Routes	0.00	0.00	0.0%	326.34	1,000.00	32.6%	8,000.00
42400 · State - Training	709.83	0.00	100.0%	2,259.83	0.00	100.0%	7,500.00
<b>Total 42000 · State Funding</b>	<b>709.83</b>	<b>0.00</b>	<b>100.0%</b>	<b>2,586.17</b>	<b>1,000.00</b>	<b>258.6%</b>	<b>15,500.00</b>
43000 · Local Funding							
43100 · Local - Ketchum	39,645.83	39,645.83	100.0%	158,583.32	158,583.32	100.0%	475,750.00
43200 · Local - Hailey	4,901.67	4,901.67	100.0%	19,606.67	19,606.68	100.0%	58,820.00
43300 · Local - Bellevue	14.42	72.08	20.0%	57.67	288.32	20.0%	865.00
43400 · Local - Blaine County	9,226.67	9,226.67	100.0%	36,906.67	36,906.68	100.0%	110,720.00
43500 · Local - Sun Valley	18,020.83	18,020.83	100.0%	72,083.33	72,083.32	100.0%	216,250.00
43600 · Local - Sun Valley Company	30,275.00	30,275.00	100.0%	95,150.00	95,150.00	100.0%	151,375.00
<b>Total 43000 · Local Funding</b>	<b>102,084.42</b>	<b>102,142.08</b>	<b>99.9%</b>	<b>382,387.66</b>	<b>382,618.32</b>	<b>99.9%</b>	<b>1,013,780.00</b>
44000 · Fares							
44100 · Fares - Valley Cash	6,066.60	7,500.00	80.9%	20,753.70	27,000.00	76.9%	76,000.00
44200 · Fares - Valley Passes	5,209.75	9,000.00	57.9%	59,380.75	64,000.00	92.8%	130,000.00
44300 · Fares - Vanpool	13,041.18	8,000.00	163.0%	54,923.84	34,000.00	161.5%	175,000.00
44400 · Fares - ADA	134.00	25.00	536.0%	406.00	100.00	406.0%	200.00
<b>Total 44000 · Fares</b>	<b>24,451.53</b>	<b>24,525.00</b>	<b>99.7%</b>	<b>135,464.29</b>	<b>125,100.00</b>	<b>108.3%</b>	<b>381,200.00</b>
45000 · Revenue							
45100 · Rev - Advertising	8,045.83	4,000.00	201.1%	26,785.82	16,000.00	167.4%	48,000.00
45200 · Rev - Business Sponsors	0.00	0.00	0.0%	0.00	0.00	0.0%	1,000.00
45450 · Rev - Misc.	0.00			103.50			
45500 · Rev - Charter/Special Event	0.00	500.00	0.0%	1,727.50	2,000.00	86.4%	15,000.00
45600 · Rev - Bike Share- Bike Swap	0.00	0.00	0.0%	40.00	0.00	100.0%	6,000.00
<b>Total 45000 · Revenue</b>	<b>8,045.83</b>	<b>4,500.00</b>	<b>178.8%</b>	<b>28,656.82</b>	<b>18,000.00</b>	<b>159.2%</b>	<b>70,000.00</b>
47000 · Private Donations							
47100 · Priv. Donation - Foundations	0.00	0.00	0.0%	0.00	0.00	0.0%	500.00
<b>Total 47000 · Private Donations</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>500.00</b>
48000 · Transfers							
48400 · Transfer - Housing Fund	1,666.67	1,666.67	100.0%	6,666.68	6,666.68	100.0%	20,000.00
<b>Total 48000 · Transfers</b>	<b>1,666.67</b>	<b>1,666.67</b>	<b>100.0%</b>	<b>6,666.68</b>	<b>6,666.68</b>	<b>100.0%</b>	<b>20,000.00</b>
49000 · Interest Income	12.10	41.67	29.0%	48.05	166.68	28.8%	500.00
49500 · Diesel Tax Refunds	3,705.00	4,000.00	92.6%	7,378.00	7,500.00	98.4%	18,000.00
49600 · Misc. Income	0.00			5.00			
<b>Total Income</b>	<b>270,871.38</b>	<b>218,375.42</b>	<b>124.0%</b>	<b>952,295.67</b>	<b>811,551.68</b>	<b>117.3%</b>	<b>2,385,968.00</b>
<b>Gross Profit</b>	<b>270,871.38</b>	<b>218,375.42</b>	<b>124.0%</b>	<b>952,295.67</b>	<b>811,551.68</b>	<b>117.3%</b>	<b>2,385,968.00</b>
<b>Expense</b>							
51000 · Payroll Expenses							
51100 · Salaries and Wages	156,911.25	137,750.00	113.9%	409,443.16	400,250.00	102.3%	1,114,768.00
51200 · Accrued Vacation Expense	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
51300 · FICA Expense	9,352.40	8,125.00	115.1%	24,340.80	24,115.00	100.9%	70,000.00
51350 · Medicare Tax Expense	2,187.27	1,966.67	111.2%	5,692.65	6,066.67	93.8%	17,000.00
51400 · Retirement Plan Expenses	6,090.35	10,500.00	58.0%	28,766.35	36,000.00	79.9%	96,500.00
51500 · Workers Comp Expense	-3,456.00	0.00	100.0%	7,805.00	11,250.00	69.4%	45,000.00
51600 · SUI Expense	2,738.22	3,396.67	80.6%	5,774.91	10,021.68	57.6%	28,000.00
51700 · Medical Ins. Expense	9,063.43	9,699.99	93.4%	40,498.33	38,199.96	106.0%	116,000.00

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Accrual Basis

**MRTA - Operations Main**  
**Revenue & Expenditures Budget Performance**  
**January 2014**

	Jan 14	Budget	% of Budget	Oct '13 - Jan 14	YTD Budget	% of Budget	Annual Budget
51800 · Dental Ins. Expense	834.25	920.00	90.7%	3,804.47	3,620.00	105.1%	11,000.00
51000 · Payroll Expenses - Other	127.50	141.67	90.0%	489.00	566.68	86.3%	1,700.00
<b>Total 51000 · Payroll Expenses</b>	<b>183,848.67</b>	<b>172,500.00</b>	<b>106.6%</b>	<b>526,614.67</b>	<b>530,089.99</b>	<b>99.3%</b>	<b>1,499,968.00</b>
52000 · Insurance Expense							
52100 · Ins. - Vehicles	1,432.67	0.00	100.0%	57,515.67	55,000.00	104.6%	100,000.00
52150 · Ins- Deductibles/claims	0.00	1,000.00	0.0%	2,045.49	2,000.00	102.3%	3,000.00
52200 · Ins. - Liability- Perf Bond PSP	0.00			0.00	0.00	0.0%	0.00
<b>Total 52000 · Insurance Expense</b>	<b>1,432.67</b>	<b>1,000.00</b>	<b>143.3%</b>	<b>59,561.16</b>	<b>57,000.00</b>	<b>104.5%</b>	<b>103,000.00</b>
53000 · Professional Fees							
53100 · Accounting & Audit	0.00	0.00	0.0%	9,600.00	9,500.00	101.1%	10,000.00
53200 · IT Systems	0.00	5,566.67	0.0%	1,874.75	7,866.68	23.8%	14,000.00
53400 · Legal Fees	636.00	1,500.00	42.4%	1,274.00	3,500.00	36.4%	8,000.00
53500 · Other Professional Fees	-1,264.50	666.67	-189.7%	3,447.00	3,666.68	94.0%	8,000.00
<b>Total 53000 · Professional Fees</b>	<b>-628.50</b>	<b>7,733.34</b>	<b>-8.1%</b>	<b>16,195.75</b>	<b>24,533.36</b>	<b>66.0%</b>	<b>40,000.00</b>
54000 · Equipment/ Tool Expense							
54100 · Shop Equipment expense	0.00	100.00	0.0%	1,580.70	2,100.00	75.3%	3,000.00
54200 · Shop Tools	129.92	250.00	52.0%	369.78	750.00	49.3%	2,000.00
54300 · Office Equipment	0.00	100.00	0.0%	615.00	800.00	76.9%	2,000.00
<b>Total 54000 · Equipment/ Tool Expense</b>	<b>129.92</b>	<b>450.00</b>	<b>28.9%</b>	<b>2,565.48</b>	<b>3,650.00</b>	<b>70.3%</b>	<b>7,000.00</b>
55000 · Rent and Utilities							
55100 · Rent	2,400.00	1,800.00	133.3%	8,735.00	7,200.00	121.3%	22,000.00
55200 · Utilities	3,595.61	2,150.00	167.2%	6,906.59	6,100.00	113.2%	16,500.00
<b>Total 55000 · Rent and Utilities</b>	<b>5,995.61</b>	<b>3,950.00</b>	<b>151.8%</b>	<b>15,641.59</b>	<b>13,300.00</b>	<b>117.6%</b>	<b>38,500.00</b>
56000 · Supplies							
56100 · Office Supplies	153.37	200.00	76.7%	678.53	800.00	84.8%	2,500.00
56200 · Janitorial & Safety Supplies	719.52	125.00	575.6%	1,916.76	1,075.00	178.3%	2,000.00
56300 · Department Supplies	256.70	866.67	29.6%	1,914.24	4,016.68	47.7%	10,000.00
56400 · Uniforms	100.04	0.00	100.0%	2,145.34	1,500.00	143.0%	4,500.00
56500 · Postage and Delivery	68.39	75.00	91.2%	175.56	300.00	58.5%	900.00
<b>Total 56000 · Supplies</b>	<b>1,298.02</b>	<b>1,266.67</b>	<b>102.5%</b>	<b>6,830.43</b>	<b>7,691.68</b>	<b>88.8%</b>	<b>19,900.00</b>
57000 · Repairs and Maintenance							
57100 · Equipment Repairs/Maintenance	20.00	300.00	6.7%	590.17	900.00	65.6%	2,500.00
57200 · Building Repairs/Maintenance	984.98	500.00	197.0%	5,532.22	9,000.00	61.5%	10,000.00
57250 · Bus Stop Repairs/Maint	0.00	300.00	0.0%	49.06	650.00	7.5%	3,000.00
57300 · Grounds Repairs/Maintenance	200.00	200.00	100.0%	1,667.29	2,000.00	83.4%	2,500.00
57500 · Janitorial Services	1,728.31			1,910.31			
<b>Total 57000 · Repairs and Maintenance</b>	<b>2,933.29</b>	<b>1,300.00</b>	<b>225.6%</b>	<b>9,749.05</b>	<b>12,550.00</b>	<b>77.7%</b>	<b>18,000.00</b>
58000 · Communications Expense							
58100 · Office Phone Expense	414.75	400.00	103.7%	1,654.35	1,600.00	103.4%	5,000.00
58200 · Cell & Two-Way Mobile	864.99	666.67	129.7%	2,288.18	2,666.68	85.8%	8,000.00
58300 · Internet/Website	263.69	200.00	131.8%	950.42	600.00	158.4%	2,500.00
<b>Total 58000 · Communications Expense</b>	<b>1,543.43</b>	<b>1,266.67</b>	<b>121.8%</b>	<b>4,892.95</b>	<b>4,866.68</b>	<b>100.5%</b>	<b>15,500.00</b>
59000 · Travel and Training							
59100 · Vehicle/Airfare	908.19	100.00	908.2%	1,665.20	1,100.00	151.4%	5,500.00
59200 · Lodging	0.00	0.00	0.0%	93.79	250.00	37.5%	2,500.00
59300 · Meals/Entertainment	122.79	100.00	122.8%	251.37	650.00	38.7%	2,500.00
59400 · Training/Education	0.00	0.00	0.0%	744.59	1,000.00	74.5%	6,000.00
<b>Total 59000 · Travel and Training</b>	<b>1,030.98</b>	<b>200.00</b>	<b>515.5%</b>	<b>2,754.95</b>	<b>3,000.00</b>	<b>91.8%</b>	<b>16,500.00</b>
60000 · Business Expenses							
60100 · Business Registration Fees	46.00	0.00	100.0%	46.00	200.00	23.0%	500.00
60400 · Dues & Subscriptions	95.00	500.00	19.0%	615.00	650.00	94.6%	7,500.00
60500 · Bank Fees	6.93	50.00	13.9%	40.14	200.00	20.1%	600.00
60700 · Bad Debt	0.00			55.00			
60000 · Business Expenses - Other	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00

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Accrual Basis

**MRTA - Operations Main**  
**Revenue & Expenditures Budget Performance**  
**January 2014**

	Jan 14	Budget	% of Budget	Oct '13 - Jan 14	YTD Budget	% of Budget	Annual Budget
<b>Total 60000 · Business Expenses</b>	147.93	550.00	26.9%	756.14	1,050.00	72.0%	8,600.00
<b>61000 · Advertising</b>							
61100 · Print Advertising	1,054.92	408.33	258.3%	2,325.58	1,183.32	196.5%	5,500.00
61200 · Radio Advertising	0.00	125.00	0.0%	0.00	500.00	0.0%	1,500.00
61300 · Online Advertising	35.00	41.67	84.0%	140.00	166.68	84.0%	500.00
61400 · Vehicle Graphics	0.00	2,000.00	0.0%	0.00	2,000.00	0.0%	3,500.00
61500 · Bus. Adv. Contract	0.00	1,750.00	0.0%	4,086.34	4,000.00	102.2%	11,000.00
<b>Total 61000 · Advertising</b>	1,089.92	4,325.00	25.2%	6,551.92	7,850.00	83.5%	22,000.00
<b>62000 · Marketing and Promotion</b>							
62100 · Info. Displays-Stop Signage	467.96	200.00	234.0%	1,036.02	1,650.00	62.8%	4,000.00
62200 · Graphic Design	195.00	300.00	65.0%	1,300.00	2,100.00	61.9%	5,000.00
62300 · Promotional Items	0.00	0.00	0.0%	0.00	0.00	0.0%	2,500.00
62400 · Events and Misc.	24.00	0.00	100.0%	96.00	300.00	32.0%	3,000.00
62450 · External Marketing Support	0.00			0.00	0.00	0.0%	0.00
62500 · Internal Marketing / Events	2,827.88	800.00	353.5%	5,878.98	2,750.00	213.8%	3,500.00
<b>Total 62000 · Marketing and Promotion</b>	3,514.84	1,300.00	270.4%	8,311.00	6,800.00	122.2%	18,000.00
<b>63000 · Printing and Reproduction</b>							
63100 · Copies, Passes & Flyers	187.31	150.00	124.9%	675.05	825.00	81.8%	3,000.00
63200 · Schedules, Maps & Brochures	0.00	0.00	0.0%	5,604.06	5,500.00	101.9%	9,000.00
<b>Total 63000 · Printing and Reproduction</b>	187.31	150.00	124.9%	6,279.11	6,325.00	99.3%	12,000.00
<b>64000 · Fuel Expense</b>	34,173.88	40,000.00	85.4%	111,218.90	127,000.00	87.6%	370,000.00
<b>65000 · Vehicle Maintenance</b>							
65100 · Parts Expense	3,697.80	8,000.00	46.2%	31,096.17	37,000.00	84.0%	95,000.00
65200 · Fluids Expense	1,079.99	1,500.00	72.0%	3,401.54	6,500.01	52.3%	16,000.00
65300 · Tires Expense	1,123.13	2,500.00	44.9%	19,692.74	22,500.00	87.5%	30,000.00
65400 · Purchased Services	1,695.33	500.00	339.1%	3,164.18	2,000.00	158.2%	4,000.00
65500 · Vehicle Computer/Diagnostic	0.00	166.67	0.0%	0.00	666.68	0.0%	2,000.00
65000 · Vehicle Maintenance - Other	0.00			34.03			
<b>Total 65000 · Vehicle Maintenance</b>	7,596.25	12,666.67	60.0%	57,388.66	68,666.69	83.6%	147,000.00
<b>69500 · Contingency Expense-Operations</b>	4,166.67	4,166.67	100.0%	16,666.68	16,666.68	100.0%	50,000.00
<b>Total Expense</b>	248,460.89	252,825.02	98.3%	851,978.44	891,040.08	95.6%	2,385,968.00
<b>Net Ordinary Income</b>	22,410.49	-34,449.60	-65.1%	100,317.23	-79,488.40	-126.2%	0.00
<b>Net Income</b>	<u>22,410.49</u>	<u>-34,449.60</u>	<u>-65.1%</u>	<u>100,317.23</u>	<u>-79,488.40</u>	<u>-126.2%</u>	<u>0.00</u>

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Accrual Basis

# MRTA - Operations Main

## Checks Issued

### As of January 31, 2014

Type	Date	Num	Name	Memo	Amount	Balance
<b>11100 - Mountain West Checking</b>						17,571.82
Paycheck	01/02/2014	DD	Aguilar, Hortencia	Direct Deposit	0.00	17,571.82
Paycheck	01/02/2014	DD	Aguilar, Meliton	Direct Deposit	0.00	17,571.82
Paycheck	01/02/2014	DD	Anderson, Charles	Direct Deposit	0.00	17,571.82
Paycheck	01/02/2014	DD	Conlago, Maira P.	Direct Deposit	0.00	17,571.82
Paycheck	01/02/2014	DD	Djasran JR, Johnny	Direct Deposit	0.00	17,571.82
Paycheck	01/02/2014	DD	Fairbrook, Douglas H	Direct Deposit	0.00	17,571.82
Paycheck	01/02/2014	DD	Finch, James F	Direct Deposit	0.00	17,571.82
Paycheck	01/02/2014	DD	Glasscock, David T	Direct Deposit	0.00	17,571.82
Paycheck	01/02/2014	DD	Gray, Stuart	Direct Deposit	0.00	17,571.82
Paycheck	01/02/2014	DD	Green, William E	Direct Deposit	0.00	17,571.82
Paycheck	01/02/2014	DD	Grubbs, Torrey E	Direct Deposit	0.00	17,571.82
Paycheck	01/02/2014	DD	Harder, Mike	Direct Deposit	0.00	17,571.82
Paycheck	01/02/2014	DD	Holloway, Junichi J	Direct Deposit	0.00	17,571.82
Paycheck	01/02/2014	DD	Juarez, Felimon	Direct Deposit	0.00	17,571.82
Paycheck	01/02/2014	DD	Kelly, David W	Direct Deposit	0.00	17,571.82
Paycheck	01/02/2014	DD	Kirkpatrick, Wendy J	Direct Deposit	0.00	17,571.82
Paycheck	01/02/2014	DD	Knudsen, Michael W	Direct Deposit	0.00	17,571.82
Paycheck	01/02/2014	DD	Larsson, Larry D	Direct Deposit	0.00	17,571.82
Paycheck	01/02/2014	DD	Leon, Teofilo O	Direct Deposit	0.00	17,571.82
Paycheck	01/02/2014	DD	McCarty, Isabelle	Direct Deposit	0.00	17,571.82
Paycheck	01/02/2014	DD	Miller, Jason M	Direct Deposit	0.00	17,571.82
Paycheck	01/02/2014	DD	Nestor, Robert A	Direct Deposit	0.00	17,571.82
Paycheck	01/02/2014	DD	Parker, Michael J	Direct Deposit	0.00	17,571.82
Paycheck	01/02/2014	DD	Parker, Roger G	Direct Deposit	0.00	17,571.82
Paycheck	01/02/2014	DD	Romero-Campos, Raul	Direct Deposit	0.00	17,571.82
Paycheck	01/02/2014	DD	Selisch, Kurt	Direct Deposit	0.00	17,571.82
Paycheck	01/02/2014	DD	Sproule, William	Direct Deposit	0.00	17,571.82
Paycheck	01/02/2014	DD	Stavros, William A.	Direct Deposit	0.00	17,571.82
Paycheck	01/02/2014	DD	Sullivan, Jerry	Direct Deposit	0.00	17,571.82
Paycheck	01/02/2014	DD	Tellez, Carlos	Direct Deposit	0.00	17,571.82
Paycheck	01/02/2014	DD	Torres, April L	Direct Deposit	0.00	17,571.82
Paycheck	01/02/2014	DD	Uberuaga, Richard S	Direct Deposit	0.00	17,571.82
Paycheck	01/02/2014	DD	Vasquez, Pamela	Direct Deposit	0.00	17,571.82
Paycheck	01/02/2014	DD	Victorino, Jose L	Direct Deposit	0.00	17,571.82
Paycheck	01/02/2014	DD	Williams-Mehra, Colleen	Direct Deposit	0.00	17,571.82
Paycheck	01/02/2014	DD	Williams, Gordon K	Direct Deposit	0.00	17,571.82
Paycheck	01/02/2014	DD	MacPherson, Kim	Direct Deposit	0.00	17,571.82
Paycheck	01/02/2014	DD	Domke, Rodney F	Direct Deposit	0.00	17,571.82
Paycheck	01/02/2014	DD	Johnson, Mark F	Direct Deposit	0.00	17,571.82
Paycheck	01/02/2014	DD	Shroyer, Randall R	Direct Deposit	0.00	17,571.82
Liability Check	01/02/2014	3763	Blaine County Collectors	April Torres	-100.00	17,471.82
Liability Check	01/02/2014	3764	Idaho Child Support Receipting	326231	-244.60	17,227.22
Liability Check	01/02/2014	3765	National Benefit Services, LLC	Mountain Rides FSA	-224.67	17,002.55
Deposit	01/02/2014			Deposit	1,666.67	18,669.22
Check	01/02/2014	3768	National Brotherhood of Skiers, Inc.	ad in NBS publication	-200.00	18,469.22
Bill Pmt -Check	01/02/2014	3769	Adam B. King, Attorney		-638.00	17,831.22
Bill Pmt -Check	01/02/2014	3770	Integrated Technologies		-143.42	17,687.80
Bill Pmt -Check	01/02/2014	3771	Jason Miller	expense reimbursement	-486.40	17,201.40
Bill Pmt -Check	01/02/2014	3772	Kent's Precision Electric Inc.		-152.50	17,048.90
Bill Pmt -Check	01/02/2014	3773	Kim MacPherson'	expense reimbursement	-17.07	17,031.83
Bill Pmt -Check	01/02/2014	3774	Superior Door Co.		-206.92	16,824.91
Deposit	01/02/2014			Deposit	4,033.50	20,858.41
Deposit	01/02/2014			Deposit	20,011.00	40,869.41
Liability Check	01/03/2014	E-pay	United States Treasury	82-0382250 QB Track...	-11,937.74	28,931.67
Bill Pmt -Check	01/03/2014	ACH	CenturyLink 208-726-7140 623B	208-726-1690 623B	-232.92	28,698.75
Bill Pmt -Check	01/03/2014	3775	Wendy Crosby	expense reimbursement	-184.42	28,514.33
Bill Pmt -Check	01/03/2014	3776	Anderson Nielson Robins Arritt, C...		-9,600.00	18,914.33
Bill Pmt -Check	01/03/2014	3777	NAPA Auto Parts		-1,591.22	17,323.11
Deposit	01/03/2014			Deposit	894.75	18,217.86
Deposit	01/06/2014			Deposit	999.83	19,217.69
Deposit	01/07/2014			Deposit	670.00	19,887.69
Bill Pmt -Check	01/07/2014	3778	Alsco		-112.90	19,774.79
Bill Pmt -Check	01/07/2014	3779	Gillig LLC	36869600	-1,837.73	17,937.06
Bill Pmt -Check	01/07/2014	3780	Les Schwab	117-00888	-703.20	17,233.86
Bill Pmt -Check	01/07/2014	3781	Nicole Brown		-2,283.00	14,950.86
Bill Pmt -Check	01/07/2014	3782	Associated Petroleum Products, I...		-14,876.55	74.31
Bill Pmt -Check	01/07/2014	3783	Allstar Property Services, Inc.		-591.50	-517.19
Bill Pmt -Check	01/07/2014	3784	Greyhound Design		-35.00	-552.19
Bill Pmt -Check	01/07/2014	3785	Mason's Trophies & Gifts		-37.12	-589.31
Bill Pmt -Check	01/07/2014	3786	Quality Tool Connection Inc.	48	-18.69	-608.00
Bill Pmt -Check	01/07/2014	3787	Freightliner of Idaho		-1,492.98	-2,100.98
Bill Pmt -Check	01/07/2014	3788	Atkinsons' Grocery		-1,817.28	-3,918.26
Check	01/07/2014	3789	Vega, Roberto	reimbursement for CD...	-60.00	-3,978.26
Deposit	01/07/2014			Deposit	731.15	-3,247.11
Deposit	01/08/2014			Deposit	48.00	-3,199.11
Deposit	01/08/2014			Deposit	210.00	-2,989.11
Deposit	01/08/2014			Deposit	326.34	-2,662.77

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Accrual Basis

# MRTA - Operations Main

## Checks Issued

### As of January 31, 2014

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	01/09/2014			Deposit	23.97	-2,638.80
Deposit	01/09/2014			Deposit	702.50	-1,936.30
Bill Pmt -Check	01/09/2014	3790	Chateau Drug & True Value Hard...		-38.78	-1,975.08
Bill Pmt -Check	01/10/2014	3791	Business As Usual		-155.31	-2,130.39
Bill Pmt -Check	01/10/2014	3792	City of Ketchum		-721.97	-2,852.36
Bill Pmt -Check	01/10/2014	3793	Express Publishing Inc.		-520.56	-3,372.92
Bill Pmt -Check	01/10/2014	3794	Harmony Design & Engineering		-1,875.00	-5,247.92
Bill Pmt -Check	01/10/2014	3795	Johnny G's Sub Shack		-80.89	-5,328.81
Bill Pmt -Check	01/10/2014	3796	Kent's Precision Electric Inc.		-235.75	-5,564.56
Bill Pmt -Check	01/10/2014	3797	National Benefit Services, LLC		-110.00	-5,674.56
Bill Pmt -Check	01/10/2014	3798	Sentinel Fire & Security		-241.20	-5,915.76
Bill Pmt -Check	01/10/2014	3799	Washington State Transportation I...	risk assessment - Dec...	-1,432.67	-7,348.43
Bill Pmt -Check	01/10/2014	3800	Wells Fargo		-1,469.80	-8,818.23
Bill Pmt -Check	01/10/2014	3801	Windy City Arts Inc.		-92.50	-8,910.73
Liability Check	01/10/2014	E-pay	United States Treasury	82-0382250 QB Track...	-165.99	-9,076.72
Deposit	01/10/2014			Deposit	745.25	-8,331.47
Bill Pmt -Check	01/13/2014	3802	Harmony Design & Engineering		-1,485.00	-9,816.47
Deposit	01/13/2014			Deposit	544.70	-9,271.77
Bill Pmt -Check	01/14/2014	3803	Valley Brake & Truck Parts, L.L.C.		-196.99	-9,468.76
Bill Pmt -Check	01/14/2014	3804	Rush Truck Centers		-2,118.51	-11,587.27
Bill Pmt -Check	01/14/2014	3805	Blue Printing Inc.		-72.00	-11,659.27
Bill Pmt -Check	01/14/2014	3806	Clear Creek Disposal	1327	-77.53	-11,736.80
Bill Pmt -Check	01/14/2014	3807	Frank Edwards Co formerly Kaps ...		-94.64	-11,831.44
Bill Pmt -Check	01/14/2014	3808	L.L. Green's Hardware		-22.77	-11,854.21
Bill Pmt -Check	01/14/2014	3809	St Luke's Clinic - Hailey	940000328	-136.00	-11,990.21
Bill Pmt -Check	01/14/2014	3810	Window Welder Inc.		-263.92	-12,254.13
Bill Pmt -Check	01/14/2014	3811	Northwest Equipment Sales, Inc.		-345.39	-12,599.52
Deposit	01/14/2014			Deposit	940.83	-11,658.69
Deposit	01/15/2014			Deposit	50,000.00	38,341.31
Liability Check	01/15/2014		QuickBooks Payroll Service	Created by Payroll Se...	-40,010.40	-1,669.09
Deposit	01/15/2014			Deposit	1,453.00	-216.09
Paycheck	01/16/2014	DD	Aguilar, Hortencia	Direct Deposit	0.00	-216.09
Paycheck	01/16/2014	DD	Aguilar, Meliton	Direct Deposit	0.00	-216.09
Paycheck	01/16/2014	DD	Anderson, Charles	Direct Deposit	0.00	-216.09
Paycheck	01/16/2014	DD	Conlago, Maira P.	Direct Deposit	0.00	-216.09
Paycheck	01/16/2014	DD	Djasran JR, Johnny	Direct Deposit	0.00	-216.09
Paycheck	01/16/2014	DD	Domke, Rodney F	Direct Deposit	0.00	-216.09
Paycheck	01/16/2014	DD	Fairbrook, Douglas H	Direct Deposit	0.00	-216.09
Paycheck	01/16/2014	DD	Finch, James F	Direct Deposit	0.00	-216.09
Paycheck	01/16/2014	DD	Glasscock, David T	Direct Deposit	0.00	-216.09
Paycheck	01/16/2014	DD	Gray, Stuart	Direct Deposit	0.00	-216.09
Paycheck	01/16/2014	DD	Green, William E	Direct Deposit	0.00	-216.09
Paycheck	01/16/2014	DD	Grubbs, Torrey E	Direct Deposit	0.00	-216.09
Paycheck	01/16/2014	DD	Harder, Mike	Direct Deposit	0.00	-216.09
Paycheck	01/16/2014	DD	Holloway, Junichi J	Direct Deposit	0.00	-216.09
Paycheck	01/16/2014	DD	Johnson, Mark F	Direct Deposit	0.00	-216.09
Paycheck	01/16/2014	DD	Juarez, Felimon	Direct Deposit	0.00	-216.09
Paycheck	01/16/2014	DD	Kelly, David W	Direct Deposit	0.00	-216.09
Paycheck	01/16/2014	DD	Kirkpatrick, Wendy J	Direct Deposit	0.00	-216.09
Paycheck	01/16/2014	DD	Knudsen, Michael W	Direct Deposit	0.00	-216.09
Paycheck	01/16/2014	DD	Larsson, Larry D	Direct Deposit	0.00	-216.09
Paycheck	01/16/2014	DD	Leon, Teofilo O	Direct Deposit	0.00	-216.09
Paycheck	01/16/2014	DD	MacPherson, Kim	Direct Deposit	0.00	-216.09
Paycheck	01/16/2014	DD	McCarty, Isabelle	Direct Deposit	0.00	-216.09
Paycheck	01/16/2014	DD	Miller, Jason M	Direct Deposit	0.00	-216.09
Paycheck	01/16/2014	DD	Nestor, Robert A	Direct Deposit	0.00	-216.09
Paycheck	01/16/2014	DD	Parker, Michael J	Direct Deposit	0.00	-216.09
Paycheck	01/16/2014	DD	Parker, Roger G	Direct Deposit	0.00	-216.09
Paycheck	01/16/2014	DD	Romero-Campos, Raul	Direct Deposit	0.00	-216.09
Paycheck	01/16/2014	DD	Selisch, Kurt	Direct Deposit	0.00	-216.09
Paycheck	01/16/2014	DD	Shroyer, Randall R	Direct Deposit	0.00	-216.09
Paycheck	01/16/2014	DD	Sproule, William	Direct Deposit	0.00	-216.09
Paycheck	01/16/2014	DD	Stavros, William A.	Direct Deposit	0.00	-216.09
Paycheck	01/16/2014	DD	Sullivan, Jerry	Direct Deposit	0.00	-216.09
Paycheck	01/16/2014	DD	Tellez, Carlos	Direct Deposit	0.00	-216.09
Paycheck	01/16/2014	DD	Thea, Karen J	Direct Deposit	0.00	-216.09
Paycheck	01/16/2014	DD	Torres, April L	Direct Deposit	0.00	-216.09
Paycheck	01/16/2014	DD	Uberuaga, Richard S	Direct Deposit	0.00	-216.09
Paycheck	01/16/2014	DD	Vasquez, Pamela	Direct Deposit	0.00	-216.09
Paycheck	01/16/2014	DD	Victorino, Jose L	Direct Deposit	0.00	-216.09
Paycheck	01/16/2014	DD	Williams-Mehra, Colleen	Direct Deposit	0.00	-216.09
Paycheck	01/16/2014	DD	Williams, Gordon K	Direct Deposit	0.00	-216.09
Liability Check	01/16/2014	3812	Blaine County Collectors	April Torres	-100.00	-316.09
Liability Check	01/16/2014	3813	Idaho Child Support Receipting	326231	-244.60	-560.69
Liability Check	01/16/2014	3814	National Benefit Services, LLC	Mountain Rides FSA	-224.67	-785.36
Liability Check	01/17/2014	E-pay	United States Treasury	82-0382250 QB Track...	-11,987.34	-12,772.70
Deposit	01/17/2014			Deposit	59,386.90	46,614.20
Bill Pmt -Check	01/17/2014	3815	Cummins Rocky Mountain LLC		-225.47	46,388.73

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Accrual Basis

# MRTA - Operations Main

## Checks Issued

### As of January 31, 2014

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	01/17/2014	3816	Access Idaho		-18.00	46,370.73
Bill Pmt -Check	01/17/2014	3817	Canteen Vending formerly Magic ...		-78.00	46,292.73
Bill Pmt -Check	01/17/2014	3818	Luke's Family Pharmacy/Fisher Ja...		-44.22	46,248.51
Bill Pmt -Check	01/17/2014	3819	Minert & Associates, Inc.		-720.00	45,528.51
Bill Pmt -Check	01/17/2014	3820	Postmaster	PO Box 3091 - Annual...	-40.00	45,488.51
Bill Pmt -Check	01/17/2014	3821	Webb Landscape		-75.00	45,413.51
Bill Pmt -Check	01/17/2014	ACH	Intermtn Gas Co #10630400-001-6	#10630400-001-6	-1,686.06	43,727.45
Bill Pmt -Check	01/17/2014	ACH	Intermtn Gas Co #10630400-353-1	#10630400-353-1	-134.15	43,593.30
Deposit	01/17/2014			Deposit	95.88	43,689.18
Deposit	01/17/2014			Deposit	796.00	44,485.18
Deposit	01/20/2014			Deposit	483.65	44,968.83
Liability Check	01/21/2014	TAP	Idaho State Tax Commission	000186434	-3,476.00	41,492.83
Deposit	01/21/2014			Deposit	74,432.50	115,925.33
Bill Pmt -Check	01/21/2014	3822	Blaine County Seniors Council, Inc.		-1,416.00	114,509.33
Bill Pmt -Check	01/21/2014	3823	Mason's Trophies & Gifts		-242.21	114,267.12
Bill Pmt -Check	01/21/2014	3824	Quality Tool Connection Inc.	48	-69.95	114,197.17
Bill Pmt -Check	01/21/2014	3825	United Oil		-193.60	114,003.57
Bill Pmt -Check	01/21/2014	ACH	City of Hailey	40205001	-65.68	113,937.89
Bill Pmt -Check	01/21/2014	ACH	Idaho Power Acc#2204788885		-502.31	113,435.58
Bill Pmt -Check	01/21/2014	ACH	Idaho Power Acct.#2204640144		-272.99	113,162.59
Bill Pmt -Check	01/21/2014	ACH	Verizon Wireless 208-720-7044		-11.09	113,151.50
Bill Pmt -Check	01/21/2014	3826	Schaeffer MFG. CO.	1140316	-1,140.15	112,011.35
Bill Pmt -Check	01/21/2014	3827	Kent's Precision Electric Inc.		-332.00	111,679.35
Deposit	01/23/2014			Deposit	75,200.00	186,879.35
Check	01/23/2014	ACH	Capital Equipment Fund	monthly transfer Dec	-7,966.13	178,913.22
Check	01/23/2014	ACH	Facilities Fund	monthly transfer Dec ...	-7,966.13	170,947.09
Check	01/23/2014	ACH	Contingency Fund	monthly transfer- Dec ...	-4,166.67	166,780.42
Deposit	01/23/2014			Deposit	58.00	166,838.42
Deposit	01/24/2014			Deposit	43.39	166,881.81
Bill Pmt -Check	01/24/2014	3828	Associated Petroleum Products, I...		-17,944.68	148,937.13
Bill Pmt -Check	01/24/2014	3829	Gem State Welders Supply Inc.		-116.22	148,820.91
Bill Pmt -Check	01/24/2014	3830	Jim Finch	expense reimbursement	-90.00	148,730.91
Bill Pmt -Check	01/24/2014	3831	Lawson Products, Inc.		-43.76	148,687.15
Bill Pmt -Check	01/24/2014	3832	Certified Folder Display Service, Inc		-60.80	148,626.35
Bill Pmt -Check	01/24/2014	3833	White Cloud Communications Inc.		-288.00	148,338.35
Deposit	01/24/2014			Deposit	3,473.00	151,811.35
Deposit	01/24/2014			Deposit	764.55	152,575.90
Check	01/27/2014	ACH	STO eBank		-75,000.00	77,575.90
Deposit	01/27/2014			Deposit	453.30	78,029.20
Deposit	01/28/2014			Deposit	50.00	78,079.20
Deposit	01/28/2014			Deposit	45,833.33	123,912.53
Liability Check	01/29/2014		QuickBooks Payroll Service	Created by Payroll Se...	-39,791.37	84,121.16
Deposit	01/29/2014			Deposit	9,217.00	93,338.16
Bill Pmt -Check	01/29/2014	ACH	Verizon Wireless		-411.99	92,926.17
Bill Pmt -Check	01/29/2014	ACH	Cox Communications	001-2401-205184001	-36.32	92,889.85
Bill Pmt -Check	01/29/2014	3839	Integrated Technologies		-40.73	92,849.12
Bill Pmt -Check	01/29/2014	3840	Kim MacPherson'	expense reimbursement	-96.24	92,752.88
Bill Pmt -Check	01/29/2014	3841	UPS		-21.73	92,731.15
Paycheck	01/30/2014	DD	Aguilar, Hortencia	Direct Deposit	0.00	92,731.15
Paycheck	01/30/2014	DD	Aguilar, Meliton	Direct Deposit	0.00	92,731.15
Paycheck	01/30/2014	DD	Anderson, Charles	Direct Deposit	0.00	92,731.15
Paycheck	01/30/2014	DD	Conlago, Maira P.	Direct Deposit	0.00	92,731.15
Paycheck	01/30/2014	DD	Djasran JR, Johnny	Direct Deposit	0.00	92,731.15
Paycheck	01/30/2014	DD	Domke, Rodney F	Direct Deposit	0.00	92,731.15
Paycheck	01/30/2014	DD	Fairbrook, Douglas H	Direct Deposit	0.00	92,731.15
Paycheck	01/30/2014	DD	Finch, James F	Direct Deposit	0.00	92,731.15
Paycheck	01/30/2014	DD	Glasscock, David T	Direct Deposit	0.00	92,731.15
Paycheck	01/30/2014	DD	Gray, Stuart	Direct Deposit	0.00	92,731.15
Paycheck	01/30/2014	DD	Green, William E	Direct Deposit	0.00	92,731.15
Paycheck	01/30/2014	DD	Grubbs, Torrey E	Direct Deposit	0.00	92,731.15
Paycheck	01/30/2014	DD	Harder, Mike	Direct Deposit	0.00	92,731.15
Paycheck	01/30/2014	DD	Holloway, Junichi J	Direct Deposit	0.00	92,731.15
Paycheck	01/30/2014	DD	Johnson, Mark F	Direct Deposit	0.00	92,731.15
Paycheck	01/30/2014	DD	Juarez, Felimon	Direct Deposit	0.00	92,731.15
Paycheck	01/30/2014	DD	Kelly, David W	Direct Deposit	0.00	92,731.15
Paycheck	01/30/2014	DD	Kirkpatrick, Wendy J	Direct Deposit	0.00	92,731.15
Paycheck	01/30/2014	DD	Knudsen, Michael W	Direct Deposit	0.00	92,731.15
Paycheck	01/30/2014	DD	Larsson, Larry D	Direct Deposit	0.00	92,731.15
Paycheck	01/30/2014	DD	Leon, Teofilo O	Direct Deposit	0.00	92,731.15
Paycheck	01/30/2014	DD	MacPherson, Kim	Direct Deposit	0.00	92,731.15
Paycheck	01/30/2014	DD	McCarty, Isabelle	Direct Deposit	0.00	92,731.15
Paycheck	01/30/2014	DD	Miller, Jason M	Direct Deposit	0.00	92,731.15
Paycheck	01/30/2014	DD	Nestor, Robert A	Direct Deposit	0.00	92,731.15
Paycheck	01/30/2014	DD	Parker, Michael J	Direct Deposit	0.00	92,731.15
Paycheck	01/30/2014	DD	Parker, Roger G	Direct Deposit	0.00	92,731.15
Paycheck	01/30/2014	DD	Romero-Campos, Raul	Direct Deposit	0.00	92,731.15
Paycheck	01/30/2014	DD	Selisch, Kurt	Direct Deposit	0.00	92,731.15
Paycheck	01/30/2014	DD	Shroyer, Randall R	Direct Deposit	0.00	92,731.15



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Accrual Basis

**MRTA - Operations Main**  
**Checks Issued**  
**As of January 31, 2014**

Type	Date	Num	Name	Memo	Amount	Balance
Paycheck	01/30/2014	DD	Sproule, William	Direct Deposit	0.00	92,731.15
Paycheck	01/30/2014	DD	Stavros, William A.	Direct Deposit	0.00	92,731.15
Paycheck	01/30/2014	DD	Tellez, Carlos	Direct Deposit	0.00	92,731.15
Paycheck	01/30/2014	DD	Thea, Karen J	Direct Deposit	0.00	92,731.15
Paycheck	01/30/2014	DD	Torres, April L	Direct Deposit	0.00	92,731.15
Paycheck	01/30/2014	DD	Uberuaga, Richard S	Direct Deposit	0.00	92,731.15
Paycheck	01/30/2014	DD	Vasquez, Pamela	Direct Deposit	0.00	92,731.15
Paycheck	01/30/2014	DD	Victorino, Jose L	Direct Deposit	0.00	92,731.15
Paycheck	01/30/2014	DD	Williams-Mehra, Colleen	Direct Deposit	0.00	92,731.15
Paycheck	01/30/2014	DD	Williams, Gordon K	Direct Deposit	0.00	92,731.15
Liability Check	01/30/2014	3834	Blaine County Collectors	April Torres	-100.00	92,631.15
Liability Check	01/30/2014	3835	Idaho Child Support Receipting	326231	-244.60	92,386.55
Liability Check	01/30/2014	3836	National Benefit Services, LLC	Mountain Rides FSA	-224.67	92,161.88
Deposit	01/30/2014			Deposit	5,440.83	97,602.71
Bill Pmt -Check	01/30/2014	3843	IRS	Tax ID#: 82-0382250 ...	-20.00	97,582.71
Bill Pmt -Check	01/30/2014	3844	Carlos Tellez'	expense reimbursement	-101.68	97,481.03
Bill Pmt -Check	01/30/2014	ACH	CenturyLink 208-726-7140 623B	208-726-1690 623B	-233.18	97,247.85
Bill Pmt -Check	01/30/2014	3845	Glass Masters, Inc.		-178.44	97,069.41
Bill Pmt -Check	01/30/2014	3846	Silver Creek Ford formerly Sawtoot...		-37.46	97,031.95
Bill Pmt -Check	01/30/2014	3847	Silver Creek Ford formerly Sawtoot...		-114.00	96,917.95
Liability Check	01/31/2014	ACH	Aflac	DQR88	-630.54	96,287.41
Liability Check	01/31/2014	3838	Met Life SBC	KM05725871	-1,286.68	95,000.73
Liability Check	01/31/2014	3842	Blue Cross of Idaho	10034150-R001	-13,550.55	81,450.18
Liability Check	01/31/2014	3837	Idaho Department of Labor	0001211374	-3,036.72	78,413.46
Liability Check	01/31/2014	E-pay	United States Treasury	82-0382250 QB Track...	-11,923.26	66,490.20
Deposit	01/31/2014			Deposit	28.00	66,518.20
Deposit	01/31/2014			Deposit	653.25	67,171.45
Deposit	01/31/2014			Deposit	1,666.67	68,838.12
Deposit	01/31/2014			Interest	3.85	68,841.97
Total 11100 · Mountain West Checking					51,270.15	68,841.97
<b>TOTAL</b>					<b>51,270.15</b>	<b>68,841.97</b>

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

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

W. King Signed

Business Manager Title

3/14/14 Date