



# Mountain Rides Transportation Authority

## Regular Board Meeting Agenda

12:30 Wednesday, September 17, 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. 12:30pm: 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 annual budget for FY2015 including operating, capital and contingency funds   |
| b. Action item: (p.7-12)      | Approve 5-year capital improvement plan for FY2015-2019   |
| c. Action item: (p.13-15)     | Approve FY2015 pay scale  |
| d. Action item: (p.16-23)     | Reject all bids received in response to Invitation for Bid 072014-1 for construction of downtown Ketchum transportation hub |
| e. Discussion item: (p.24-28) | Discuss FY2015 transportation service plan and public outreach plan   |

5. Committee Reports

- a. Planning and Marketing Committee report from Steve Wolper (p.29)
  - i. Committee members approve minutes for September
- b. Finance and Performance Committee report from Mark Gilbert (p.30)
  - i. Committee members approve minutes for September

6. Staff reports

- a. Dashboard performance reports for July 2014 (p.31-34)
- b. Operations report (p.35)
- c. Marketing and Outreach report (p.36)
- d. Bike-Ped report (p.37)
- e. Business Manager report (p.38)
- f. Executive Director report (p.39)

7. Consent Calendar items

- |                              |  |
|------------------------------|--|
| a. Approve minutes(p.40-42)  | August 20 regular board meeting                                  |
| b. Receive & File financials | (p.43-51) July 2014  |
| 8. Executive Session         | Pursuant to 67-2345 (1)(c) to consider interest in real property |

9. Adjournment

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

# Mountain Rides Agenda Item Summary

Date:

From:

Subject:

Committee Review: ☒ yes ☐ no Committee  Purview:

Previously discussed at board level: ☒ yes ☐ no

Proposed Action:

Fiscal Impact:

Related Policy or Procedural Impact:

Background:

**Mountain Rides Transportation Authority**  
**Consolidated FY2015 Final Budget: ALL FUNDS SUMMARY**  
**for Adoption 9/17/14**

	<b>FY2014 Budget ADOPTED 3/19/14</b>	<b>FY2015 Budget</b>
<b>Revenue</b>		
Operations Fund	2,443,868.00	2,532,420.00
Capital Equipment Fund	689,810.00	240,660.00
Capital Equipment Reserve Carryover	175,523.00	150,000.00
Capital Equipment use of reserves	-111,882.00	0.00
Work Force Housing Fund	30,225.00	31,150.00
Work Force Housing Reserve Carryover	25,000.00	30,000.00
Work Force Housing use of reserves	0.00	-600.00
Facilities Fund	1,513,501.00	1,327,500.00
Facilities Reserve Carryover	151,733.00	150,000.00
Facilities Fund use of reserves	-126,733.00	-86,480.00
Contingency Fund	158,808.00	79,800.00
Contingency Reserve Carryover	199,845.00	275,000.00
Contingency Fund use of reserves	-108,758.00	-39,750.00
<b>Total Revenue</b>	<b>5,040,940.00</b>	<b>4,689,700.00</b>
<b>Expense</b>		
Operations Fund	2,443,868.00	2,532,420.00
Capital Equipment Fund	689,810.00	228,000.00
Work Force Housing Fund	30,225.00	31,150.00
Facilities Fund	1,513,501.00	1,327,500.00
Contingency Fund	119,944.00	79,800.00
<b>Total Expense</b>	<b>4,797,348.00</b>	<b>4,198,870.00</b>
<b>Gross Revenue</b>	<b>243,592.00</b>	<b>490,830.00</b>
<b>Less Fund Balances held in Reserve</b>		
Capital Equipment Fund Reserve	63,641.00	162,660.00
Work Force Housing Fund Reserve	25,000.00	29,400.00
Facilities Fund Reserve	25,000.00	63,520.00
Contingency Fund Reserve	129,951.00	235,250.00
<b>Total Fund Balances in Reserve</b>	<b>243,592.00</b>	<b>490,830.00</b>

<b>NET REVENUE (Gross Revenue MINUS Funds Held in Reserve)</b>	<b>0.00</b>	<b>0.00</b>
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**SUMMARY OF TOTAL LOCAL FUNDING REQUESTS**

	<b>FY2014</b>	<b>FY2014 Breakout</b>		<b>FY2015</b>	<b>FY2015 Breakout</b>	
		<b>operating</b>	<b>capital</b>		<b>operating</b>	<b>capital</b>
City of Ketchum	\$ 550,000.00	\$ 475,750.00	\$ 74,250.00	\$ 550,000.00	\$ 484,000.00	\$ 66,000.00
City of Sun Valley	\$ 250,000.00	\$ 216,250.00	\$ 33,750.00	\$ 250,000.00	\$ 220,000.00	\$ 30,000.00
City of Hailey	\$ 68,000.00	\$ 58,820.00	\$ 9,180.00	\$ 68,000.00	\$ 59,840.00	\$ 8,160.00
City of Bellevue	\$ 200.00	\$ 173.00	\$ 27.00	\$ -	\$ -	\$ -
Blaine County	\$ 108,000.00	\$ 108,000.00	\$ -	\$ 108,000.00	\$ 108,000.00	\$ -
SV CO	\$ 175,000.00	\$ 151,375.00	\$ 23,625.00	\$ 178,500.00	\$ 157,080.00	\$ 21,420.00
	\$ 1,151,200.00	\$ 1,010,368.00	\$ 140,832.00	\$ 1,154,500.00	\$ 1,028,920.00	\$ 125,580.00

**Mountain Rides Transportation Authority  
General Operations Fund  
FY2015 Budget for Adoption 9/17/14**

	<b>FY2014 Budget ADOPTED 3/19/14</b>	<b>FY2015 Budget</b>	<b>Change FY2014 to FY2015</b>	<b>COMMENTS</b>
<b>Income</b>				
<b>41000 • Federal Funding</b>				
41200 • Federal - 5311	770,000.00	845,000.00	10%	
41300 • Federal - 5316	67,000.00	0.00	-100%	5316 program discontinued
41400 • Federal - 5317	25,000.00	14,000.00	-44%	Use last of 5317
41500 • Federal - 5310	35,000.00	50,000.00	43%	Hailey route \$; new 5310
<b>Total 41000 • Federal Funding</b>	<b>897,000.00</b>	<b>909,000.00</b>	<b>1%</b>	
<b>42000 • State Funding</b>				
42100 • State - Safe Routes	18,000.00	15,000.00	-17%	reduced program
42400 • State - Training	7,500.00	7,500.00		
<b>Total 42000 • State Funding</b>	<b>25,500.00</b>	<b>22,500.00</b>	<b>-12%</b>	
<b>43000 • Local Funding</b>				
43100 • Local - Ketchum	475,750.00	484,000.00	2%	88% of total to operations, 12 % to capital
43200 • Local - Hailey	58,820.00	59,840.00	2%	88% of total to operations, 12 % to capital
43300 • Local - Bellevue	173.00	0.00	-100%	88% of total to operations, 12 % to capital
43400 • Local - Blaine County	108,000.00	108,000.00		
43500 • Local - Sun Valley	216,250.00	220,000.00	2%	88% of total to operations, 12 % to capital
43600 • Local - Sun Valley Co./Other I	151,375.00	157,080.00	4%	88% of total to operations, 12 % to capital
<b>Total 43000 • Local Funding</b>	<b>1,010,368.00</b>	<b>1,028,920.00</b>	<b>2%</b>	FY2014 contribution=86.5% of total to ops; FY2015 = 88%
<b>44000 • Fares</b>				
44100 • Fares - Down Valley Cash	76,000.00	76,000.00	0%	
44200 • Fares - Down Valley Passes	130,000.00	130,000.00	0%	
44300 • Fares - Vanpool	175,000.00	175,000.00	0%	
44400 • Fares - ADA	1,000.00	1,000.00	0%	
<b>Total 44000 • Fares</b>	<b>382,000.00</b>	<b>382,000.00</b>	<b>0%</b>	
<b>45000 • Revenue</b>				
45100 • Rev - Advertising	48,000.00	55,000.00	15%	increased bus ad rates
45200 • Rev - Business Sponsors	1,000.00	0.00	-100%	
45500 • Rev - Charter/Special Event	15,000.00	15,000.00		
45600 • Rev - Bike Share-Bike Swap	6,000.00	5,000.00	-17%	bike swap discontinued
<b>Total 45000 • Revenue</b>	<b>70,000.00</b>	<b>75,000.00</b>	<b>7%</b>	
<b>47000 • Private Donations</b>				
47100 • Foundations/Other	500.00	500.00		
<b>Total 47000 • Private Donations</b>	<b>500.00</b>	<b>500.00</b>		
<b>48000 • Transfer from Housing Fund</b>	<b>20,000.00</b>	<b>20,000.00</b>		
<b>49000 • Interest Income</b>	<b>500.00</b>	<b>500.00</b>		
<b>49500 • Diesel Tax Refunds</b>	<b>18,000.00</b>	<b>19,000.00</b>	<b>6%</b>	
<b>50000 • Excess Operating Funds</b>	<b>20,000.00</b>	<b>75,000.00</b>	<b>275%</b>	
<b>Total Income</b>	<b>2,443,868.00</b>	<b>2,532,420.00</b>	<b>4%</b>	
<b>Expenses</b>				
<b>Total 51000 • Payroll Expenses</b>	<b>1,528,590.00</b>	<b>1,571,500.00</b>	<b>3%</b>	higher medical expenses, 2% average merit increase
<b>Total 52000 • Insurance Expense</b>	<b>111,000.00</b>	<b>111,000.00</b>		
<b>Total 53000 • Professional Fees</b>	<b>42,500.00</b>	<b>39,500.00</b>	<b>-7%</b>	RouteMatch accepted part-way thru FY
<b>Total 54000 • Equipment/Tools</b>	<b>7,000.00</b>	<b>15,400.00</b>	<b>120%</b>	tow bar, fluid meters, copy machine
<b>Total 55000 • Rent and Utilities</b>	<b>43,000.00</b>	<b>43,000.00</b>		
<b>Total 56000 • Supplies</b>	<b>19,900.00</b>	<b>20,400.00</b>	<b>3%</b>	
<b>Total 57000 • Repairs and Maint.</b>	<b>20,500.00</b>	<b>26,500.00</b>	<b>29%</b>	facilities maintenance, higher needs
<b>Total 58000 • Communications Exp.</b>	<b>16,000.00</b>	<b>16,500.00</b>	<b>3%</b>	
<b>Total 59000 • Travel and Training</b>	<b>19,000.00</b>	<b>20,500.00</b>	<b>8%</b>	new training program
<b>Total 60000 • Business Expenses</b>	<b>8,600.00</b>	<b>8,500.00</b>	<b>-1%</b>	
<b>Total 61000 • Advertising</b>	<b>26,500.00</b>	<b>27,500.00</b>	<b>4%</b>	
<b>Total 62000 • Mrktg and Promotion</b>	<b>20,500.00</b>	<b>21,500.00</b>	<b>5%</b>	
<b>Total 63000 • Printing and Repr.</b>	<b>12,000.00</b>	<b>11,500.00</b>	<b>-4%</b>	
<b>Total 64000 • Fuel Expense</b>	<b>367,078.00</b>	<b>385,620.00</b>	<b>5%</b>	higher fuel costs on same mileage
<b>Total 65000 • Vehicle Maintenance</b>	<b>151,700.00</b>	<b>163,500.00</b>	<b>8%</b>	higher IC maintenance costs
<b>Total 69500 • Fund Expense-Conting</b>	<b>50,000.00</b>	<b>50,000.00</b>		
<b>Total Expense</b>	<b>2,443,868.00</b>	<b>2,532,420.00</b>	<b>4%</b>	
<b>Income over Expenses</b>	<b>0.00</b>	<b>0.00</b>		

**Mountain Rides Transportation Authority  
Facilities Fund and Work Force Housing Fund  
FY2015 Budget for Adoption 9/17/14**

**FACILITIES FUND**

	<b>FY2014 Budget ADOPTED 3/19/14</b>	<b>FY2015 Budget</b>	<b>Comments</b>
<b>Income</b>			
41104 - Federal Funding - Stimulus	0.00	0.00	
41106 - Federal Funding - 5309: Facility	800,000.00	800,000.00	carry forward of SV facility
41105 - Federal Funding - 5309 2011 Bus Livability / CC	13,000.00	13,000.00	carry forward EF pathway
41107 - Federal Funding - 5309 2011 Bus Livability	312,000.00	270,000.00	carry forward of Hub
42000 - State Funding - ADA Curb Ramp	13,500.00	0.00	ramps at East Fork not moving forward
43000 - Local Funding	58,600.00	78,120.00	
43100 - Local-Ketchum / KURA	69,620.00	0.00	
47000 - Use of Reserve cash	126,737.00	86,480.00	
48000 - Transfers	119,944.00	79,800.00	
49000 - Interest Earned	100.00	100.00	
<b>Total Income</b>	<b>1,513,501.00</b>	<b>1,327,500.00</b>	
<b>Expense</b>			
	<b>FY14</b>	<b>FY15</b>	
66100 - Construction- East Fork curb, sdwlk, path	28,500.00	15,000.00	EF pathway
66200 - South Facility Acquisition	85,000.00	0.00	
66200 - South Facility Construct-Improve	850,000.00	850,000.00	SV facility
66300 - South Facility Design/Plan	90,000.00	80,000.00	
66400 - South Facility Move in	0.00	5,000.00	
66500 - Ketchum Facility Upgrades	10,001.00	17,500.00	
66000 Ketchum Transit Plaza	360,000.00	360,000.00	Hub
66310 Ketchum Transit Plaza Design/Plan	90,000.00	0.00	
<b>Total Expense</b>	<b>1,513,501.00</b>	<b>1,327,500.00</b>	
<b>Income over Expenses</b>	<b>0.00</b>	<b>0.00</b>	
<b>Starting Fund Balance on 10/1</b>			
	<b>FY14</b>	<b>FY15</b>	
Starting Fund Balance on 10/1	151,733.00	150,000.00	more fund balance with carry forward of hub and SV
Transfer to Income (use of fund balance)	-126,733.00	-86,480.00	
Net Income for FY	0.00	0.00	
Ending Fund Balance on 9/30	25,000.00	63,520.00	

**WORK FORCE HOUSING FUND**

	<b>FY2014 Budget ADOPTED 3/19/14</b>	<b>FY2015 Budget</b>
<b>Income</b>		
45350 - Apartment Rent	29,500.00	29,500.00
45400 - Laundry Revenue	675.00	1,000.00
45325 - Rental Deposits	0.00	0.00
47000 - Use of Reserve cash	0.00	600.00
49000 - Interest Earned	50.00	50.00
<b>Total Income</b>	<b>30,225.00</b>	<b>31,150.00</b>
<b>Expense</b>		
<b>WFH Operating Expenses</b>		
55200 - Utilities	4,500.00	5,200.00
57200 - Building Repair and Maintenance	3,000.00	3,000.00
51000 - WFH Operating Expenses - Other	0.00	0.00
<b>Total - WFH Operating Expenses</b>	<b>7,500.00</b>	<b>8,200.00</b>
57100 - Laundry Equipment Repairs	225.00	250.00
57400 - Elevator Expenses	2,500.00	2,700.00
48000 - Transfer out to Operations Account-Admin	20,000.00	20,000.00
<b>Total Expense</b>	<b>30,225.00</b>	<b>31,150.00</b>
<b>Net Income</b>	<b>0.00</b>	<b>0.00</b>
<b>Starting Fund Balance on 10/1</b>		
Starting Fund Balance on 10/1	29,000.00	31,000.00
Transfer to Income (use of fund balance)	0.00	-600.00
Net Income for FY	0.00	0.00
Ending Fund Balance on 9/30	29,000.00	30,400.00

**Mountain Rides Transportation Authority  
Capital Equipment Fund and Contingency Fund  
FY2015 Budget for Adoption 9/17/14**

**CAPITAL EQUIPMENT FUND**

	<b>FY2014 Budget ADOPTED 3/19/14</b>	<b>FY2015 Budget</b>	<b>Comments</b>
<b>Income</b>			
41100 • Federal - 5309 Funding	304,000.00	0.00	
41102 • Federal - 5339-buses/vans/refurb	87,000.00	120,000.00	refurb and vans
41104 • Federal - 2012 State of Good Repair/ Other p	20,000.00	0.00	
41108 • Federal - EPA grant, City of Hailey	8,000.00	8,000.00	
41500 • Federal - Other- 5317	40,000.00	0.00	
42300 • Statewide Rideshare/VIP	0.00	25,000.00	for 1 van
42301 • Fares - Vanpool	35,000.00	35,000.00	for 1 van
48000 • Use of reserve cash	111,882.00	0.00	
43000 • Local	82,228.00	47,460.00	
49000 • Interest Earned	200.00	200.00	
49900 • Misc Income- Asset Disposal	1,500.00	5,000.00	
<b>Total Income</b>	<b>689,810.00</b>	<b>240,660.00</b>	
<b>Expense</b>			
68100 • Vans	106,310.00	140,000.00	4 vanpool vans (2 from '14, 2 from '15)
68200 • Buses-mid and heavy duty	390,000.00	0.00	1 heavy duty bus - FY16 delivery
68300 • Buses-refurb	95,000.00	80,000.00	2 bus refurb (bus 4 and bus 1)
68400 • Bike Share Program	8,500.00	8,000.00	bike replacements
68500 • Technology	85,000.00	0.00	
54000 • Shop Equipment	5,000.00	0.00	move-in in FY2016
<b>Total Expense</b>	<b>689,810.00</b>	<b>228,000.00</b>	
<b>Income over Expenses</b>	<b>0.00</b>	<b>12,660.00</b>	
Starting Fund Balance on 10/1	\$ 175,523.00	\$ 150,000.00	
Transfer to Income (use of fund balance)	\$ (111,882.00)	\$ -	
<b>Net Income</b>	<b>0.00</b>	<b>12,660.00</b>	
<b>Ending Fund Balance on 9/30</b>	<b>63,641.00</b>	<b>162,660.00</b>	

**CONTINGENCY FUND**

	<b>FY2014 Budget ADOPTED 3/19/14</b>	<b>FY2015 Budget</b>	<b>Comments</b>
<b>Income</b>			
47000 • Use of Reserve cash	108,758.00	39,750.00	
48000 • Transfer from Ops Fund	50,000.00	40,000.00	less needed
49000 • Interest Earned	50.00	50.00	
<b>Total Income</b>	<b>158,808.00</b>	<b>79,800.00</b>	
<b>Expense</b>			
transfer to Facilities Fund	119,944.00	79,800.00	
<b>Total Expense</b>	<b>119,944.00</b>	<b>79,800.00</b>	
<b>Net Income</b>	<b>38,864.00</b>	<b>0.00</b>	
Starting Fund Balance on 10/1	199,845.00	275,000.00	starting balance higher due to delay in capital projects
Transfer to Income (use of fund balance)	-108,758.00	-39,750.00	
<b>Net Income for FY</b>	<b>38,864.00</b>	<b>0.00</b>	
<b>Ending Fund Balance on 9/30</b>	<b>129,951.00</b>	<b>235,250.00</b>	

# Mountain Rides Agenda Item Summary

Date: 09/17/2014

From: Jason Miller

Subject: 4b. Approve 5-year capital improvement plan for FY2015-2019

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

Previously discussed at board level: ☒ yes ☐ no

Proposed Action: Approve

Fiscal Impact: FY2015 capital budgets

Related Policy or Procedural Impact: Capital Improvement Plan, Adopted budget

Background:

Attached is our capital improvement plan for FY2015-2019. We adopt this plan on an annual basis as part of our budgeting process. The plan shows not only the capital projects for the coming budget year but looks out into the future in order to indicate to our funding partners what capital requirements Mountain Rides has in the future.

The capital improvement plan has two pieces - a written narrative that describes types of capital projects, funding sources and success factors (this doesn't change much year to year); and Attachment A that lists all the projects (this is the meat of the plan) for the coming 5 years.



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# Capital Improvement Plan

## FY2015-2019

### *For Adoption at September 2014 Board Meeting*

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#### Purpose

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

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

#### Project Categories to be Funded

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

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



expanding our fleet of buses and vans to help us expand our services. With diminishing federal funds for capital replacement, we must look at refurbishing existing vehicles in order to meet all of our needs.

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

## Funding Sources

In order to fund all of the projects in the coming years, Mountain Rides must utilize a variety of funding sources. There are less rural capital funding sources than in years past, but Mountain Rides still has access to these programs:

- State of Good Repair and Bus Livability – this is a discretionary Federal Transit Administration (FTA) program that provides capital funding for vehicles and facilities that support bus operations. We have used this program to purchase buses in the past, as well as fund the Ketchum Intermodal Center and East Fork bus stop improvements. The funding for this program is 83% federal funding with a local match of 17% for vehicles and 80% federal funding with a local match of 20% for facilities.
- Rural formula funding 5339 for buses and bus facilities – The 2-year federal funding bill that went into effect in October 2012 with an extension until April of 2015 has a program that includes a fixed amount of formula funding for each state. Idaho will receive \$1.25MM annually for bus and bus facilities, and Mountain Rides will apply as these funds are available. Mountain Rides has already received funding for 1 new bus, 1 bus refurbishment and 2 replacements vans as part of this funding.
- State Vehicle Improvement Plan funding – There is a small amount of funding that the state makes available to replace and improve public transportation fleets. Mountain Rides has received some vanpool van funding through this program and will continue to apply for this statewide competitive pool of funds.

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

## Project List by Year

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

## CIP Success Factors

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

- ✓ Municipal funding partners continue to support Mountain Rides with funds that can be used as match for capital projects (above and beyond operational support)
- ✓ We are able to keep our capital projects within estimated budgets
- ✓ FTA finds a way to fund larger projects once MAP-21 expires (earmarks have been eliminated under MAP-21 with no replacement)
- ✓ ITD continues to manage capital funding applications and support statewide applications for capital funding
- ✓ Mountain Rides continues to advance planning efforts for all of these projects
- ✓ Smaller grants are discovered and successfully applied for in the coming years
- ✓ We have stable enough operating funds that justify the capital expenses (equity between service level and capital requirements)
- ✓ We have community support for the development of some of these capital projects

**ATTACHMENT A: CAPITAL IMPROVEMENT PLAN (CIP) PROJECT LIST**  
**FY2015-FY2019, For Adoption Sept 17, 2014**

Priority 1 – 3 1= highest	2= medium 3= lowest																	
PROJECTS	Priority	Purpose/details	FY2015				FY2016			FY2017			FY2018			FY2019		
			Total Proj \$	Local \$	Fed \$	Funds secure?	Total Proj \$	Local \$	Fed \$	Total Proj \$	Local \$	Fed \$	Total Proj \$	Local \$	Fed \$	Total Proj \$	Local \$	Fed \$
<b>MAINTAIN KETCH SHOP</b>																		
Interior Upgrades	2	Paint, new carpet, driver room remodel								\$25,000	\$10,000	\$15,000						
Exterior Paint	1	Repaint original building section	\$6,000	\$6,000		yes, facilities fund												
Building security	2	Improve overall building security and access	\$4,000	\$4,000		yes, facilities fund												
Roll-up doors	1	Replace one maintenance bay door Operator	\$7,500	\$7,500		yes, facilities fund				\$7,500	\$7,500	\$0						
Boiler and Heaters	3	Maintain systems and upgrade as needed								\$15,000	\$3,000	\$12,000						
Vehicle Hoist	1	Maintenance					\$3,500	\$3,500	\$0							\$3,500	\$3,500	\$0
<b>NEW FACILITIES</b>																		
Downtown Ketchum transportation hub	1	Centralized bus stop with passenger amenities in Ketchum	\$360,000	\$48,000	\$312,000	Yes - existing SoGR and local												
South Facility-design/construct	1	Critical to overall operations	\$930,000	\$80,000	\$850,000	Yes - federal and local are secured												
South Facility-move in costs	2	Upgrades to make usable	\$5,000	\$5,000	\$0	Yes - facilities fund												
<b>PASSENGER SHELTERS &amp; SIGNAGE</b>																		
New shelters, stop amenities	1	EF pathway/Keep increasing passenger amenities	\$15,000	\$2,000	\$15,000	Yes, funds secured-E. Fork	\$20,000	\$4,000	\$16,000	\$10,000	\$2,000	\$8,000	\$10,000	\$2,000	\$8,000	\$10,000	\$2,000	\$8,000
Repair, replace, upgrade signage	2	Customer information sources					\$10,000	\$2,000	\$8,000									
ADA improvements	3	Curb ramps & landing pads at stops	\$0	\$0	\$0	Not moving forward				\$15,000	\$4,000	\$11,000						
<b>CAPITAL EQUIPMENT</b>																		
Waste oil furnace for Ketch shop	3	Burn used oil for heat to save money					\$5,000	\$5,000	\$0									
Bus washer systems	2	Integrated wash system for Bellevue site (may be incl in budget for facility)					\$24,000	\$5,000	\$19,000				\$200,000	\$40,000	\$160,000			
Machinery for shop	2	Additional tools to allow for more involved engine and transmission work					\$10,000	\$10,000	\$0				\$4,000	\$4,000	\$0	\$10,000	\$10,000	\$0
<b>TECHNOLOGY</b>																		
Stop annunciators	2	Devices that automatically announce stops via GPS and pre-recorded messages								\$65,000	\$13,000	\$52,000						
Electronic fare boxes	3	Fareboxes that would allow for electronic media and cash verification					\$90,000	\$18,000	\$72,000									
Automatic passenger counters	2	Integrated electronic eyes that recognize and track passengers on and off automatically								\$65,000	\$13,000	\$52,000						
Bike share program	1	Build bike program in Hailey and Ketchum	\$8,500	\$0	\$8,500	Yes - EPA grant	\$2,500	\$2,500	\$0									

**ATTACHMENT A: CAPITAL IMPROVEMENT PLAN (CIP) PROJECT LIST  
FY2015-FY2019, For Adoption Sept 17, 2014**

[illegible]

# Mountain Rides Agenda Item Summary

Date:

09/17/2014

From:

Jason Miller

Subject:

4c. Approve FY2015 pay scale

Committee Review:

☒ yes  
☐ no

Committee  
Purview:

Finance & Performance

Previously  
discussed at board  
level:

☒ yes    ☐ no

Proposed Action:

Approve

Fiscal Impact:

2% average increase to total payroll, based on merit only

Related Policy or  
Procedural Impact:

FY2015 Budget

Background:

The FY2015 pay scale for all positions is attached. The pay scale itself is staying the same as FY2014 with no cost of living adjustment to the scale (the FY2014 pay scale is also attached for reference). The only change in the pay scale is how returning winter only drivers are paid and reviewed. Instead of receiving a performance bonus at the end of the season, part time winter drivers will receive a pay rate based on performance from the previous season if they return the next season. This will encourage high performing winter only drivers to return.

An average performance increase of 2% is included in the FY2015 budget and is based solely on merit (a performance evaluation can yield an employee a raise of 1-3%).

# Mountain Rides Transportation Authority

## PAY SCALE FOR ALL POSITIONS - FY2014 (revised 5/21/14)

Positions - Year-round	Max # of positions (Exec Dir determines actual #, based on budget and service needs)	Hiring Range	Performance Range (top of range is position maximum)	Knowledge, Skills and Abilities Required
Executive Director (salaried)	1	\$68,000 - \$78,000 per year	\$70,000 - \$96,500 per year	Bachelors degree in related field, min 7 years management & oversight experience in transit or related field; ability to develop strategic plans, organizational resources and budgets
Manager (salaried)	3	\$50,000 - \$57,000 per year	\$52,000 - \$70,300 per year	Bachelors Degree or equivalent in related field, superior computer skills, specialized knowledge in field, min 5 yrs leadership/management experience, excellent communication skills, team player
Supervisor	3	\$22.00 - \$25.50 per hour	\$23.50 - \$30.50 per hour	Associates Degree or equivalent in related field, competent computer skills, specialized knowledge in field, min 2 yrs leadership/management experience, excellent communication skills, team player
Specialist	1	\$20.00 - \$23.50 per hour	\$21.50 - \$28.00 per hour	Associates degree or equivalent, excellent computer skills, min 2 yrs experience in related field, excellent communication skills, team player
Certified Mechanic	2	\$18.50 - \$21.00 per hour	\$19.50 - \$26.25 per hour	High school diploma, min 3 years experience in diesel fleet mechanics; class B CDL; certified (ASE); team player
Coordinator - Trainer*	3	\$16.50 - \$19.00 per hour	\$17.50 - \$23.50 per hour	High School diploma, good communication skills, solid computer skills, team oriented person; Trainer position must have Class B CDL
Full-time Driver	10	\$15.00 - \$17.50 per hour	\$15.75 - \$21.25 per hour	Class B CDL , safe driving record, good customer service skills, ability to adhere to schedule, min 3 years transit exp
Seasonal Driver	6	\$14.00 - \$16.20 per hour	\$14.75 - \$20.00 per hour	Class B CDL, safe driving record, good customer service skills, ability to adhere to schedule, min 1 year transit exp
Lube Tech/Mechanic Apprentice	2	\$12.50 - \$14.25 per hour	\$13.00 - \$17.50 per hour	ability to take direction in English, min 1 year experience with vehicle mechanics; team player
Bus Washer	2	\$10.50 - 12.50 per hour	\$11.00 - \$15.75 per hour	ability to work independently, ability to take direction in English

Positions - Winter Only	During training period	After training period	Maximum end of season bonus for safety, customer service, perf
Part-time (winter only) Driver w/CDL returning	\$14.50	\$15.50	\$500
Part-time (winter only) Driver w/CDL 1st year	\$13.00	\$14.50	\$200
Part-time (winter only) Driver w-out/CDL 1st year (assumes employee will have CDL at end of training period)	\$12.00	\$13.50	\$150
Part-time (winter only) Driver w-out/CDL (driver who stays as non-CDL driver - for ADAs or van service)	\$10.00	\$11.50	\$100
Part-time bus washer	\$9.00	\$10.00	\$100

### Performance evaluation for full-time and seasonal employees

Based on performance evaluation (25 points max)	Pay raise amount	End of Season percentage applied to bonus amount- for Part-time (winter only) Drivers/ Part-time Bus Washer
11 or less points	0%	0%
12 - 17 points	1%	25-50%
18 - 22 points	2%	51-75%
23 - 25 points	3%	100%

### Guidelines for using pay scale

1. New employees should be hired within the hiring range, DOE. Executive Director has ability to approve hires at 5% in excess of max. hiring range for candidates who significantly exceed qualifications. Any hires at rates in excess of that amount require Board approval.
2. Pay increases will be based on total performance evaluation points, but cannot exceed the maximum in the Performance Range for the respective Position
3. Pay increases only happen following a performance evaluation on the employee's anniversary date. 90 day reviews will still be done to eliminate probationary period, but no pay increase will occur at 90 days.
4. Those employees whose responsibilities are unchanged and whose pay is above the pay scale, will remain at their current pay rate for their Position.
5. Employees whose responsibilities have changed, will be subject to the pay rates for the appropriate Position on this pay scale.
6. All employees who have worked for Mountain Rides within the past 9 month are grandfathered at their current pay rate. No pay change up or down will be applied in FY2014 for these existing employees.

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

# Mountain Rides Transportation Authority

## PAY SCALE FOR ALL POSITIONS - FY2015

Positions - Year-round (Full time and seasonal classifications)	Max # of positions (Exec Dir determines actual #, based on budget and service needs)	Hiring Range	Performance Range (top of range is position maximum)	Knowledge, Skills and Abilities Required
<b>Executive Director (salaried)</b>	<b>1</b>	\$68,000 - \$78,000 per year	\$70,000 - \$96,500 per year	Bachelors degree in related field, min 7 years management & oversight experience in transit or related field; ability to develop strategic plans, organizational resources and budgets
<b>Manager (salaried)</b>	<b>3</b>	\$50,000 - \$57,000 per year	\$52,000 - \$70,300 per year	Bachelors Degree or equivalent in related field, superior computer skills, specialized knowledge in field, min 5 yrs leadership/management experience, excellent communication skills, team player
<b>Supervisor</b>	<b>3</b>	\$22.00 - \$25.50 per hour	\$23.50 - \$30.50 per hour	Associates Degree or equivalent in related field, competent computer skills, specialized knowledge in field, min 2 yrs leadership/management experience, excellent communication skills, team player
<b>Specialist</b>	<b>1</b>	\$20.00 - \$23.50 per hour	\$21.50 - \$28.00 per hour	Associates degree or equivalent, excellent computer skills, min 2 yrs experience in related field, excellent communication skills, team player
<b>Certified Mechanic</b>	<b>2</b>	\$18.50 - \$21.00 per hour	\$19.50 - \$26.25 per hour	High school diploma, min 3 years experience in diesel fleet mechanics; class B CDL; certified (ASE); team player
<b>Coordinator - Driver Trainer*</b>	<b>3</b>	\$16.50 - \$19.00 per hour	\$17.50 - \$23.50 per hour	High School diploma, good communication skills, solid computer skills, team oriented person; Trainer position must have Class B CDL
<b>Full-time Driver</b>	<b>10</b>	\$15.00 - \$17.50 per hour	\$15.75 - \$21.25 per hour	Class B CDL , safe driving record, good customer service skills, ability to adhere to schedule, min 3 years transit exp
<b>Seasonal Driver</b>	<b>6</b>	\$14.00 - \$16.20 per hour	\$14.75 - \$20.00 per hour	Class B CDL, safe driving record, good customer service skills, ability to adhere to schedule, min 1 year transit exp
<b>Returning Part-Time Driver (winter only w/CDL)</b>	<b>8</b>	N/A- see below	\$14.50-\$17.50 per hour	Class B CDL, safe driving record, good customer service skills, ability to adhere to schedule, min 1 year transit exp
<b>Lube Tech/Mechanic Apprentice</b>	<b>2</b>	\$12.50 - \$14.25 per hour	\$13.00 - \$17.50 per hour	Ability to take direction in English, min 1 year experience with vehicle mechanics; team player
<b>Bus Washer</b>	<b>2</b>	\$10.50-\$12.250 per hour	\$11.00 - \$15.75 per hour	Ability to work independently, ability to take direction in English

NEW HIRES Positions - Winter Only (Part-time classification)	During initial training period	After training period
<b>Part-time (winter only) Driver w/CDL</b>	\$13.00	\$14.50
<b>Part-time (winter only) Driver w-out/CDL (assumes employee will have CDL at end of training period)</b>	\$12.00	\$13.50

### Performance evaluation matrix for all employees

Based on performance evaluation (25 points max)	Pay raise amount
<b>11 or less points</b>	0%
<b>12 - 17 points</b>	1%
<b>18 - 22 points</b>	2%
<b>23 - 25 points</b>	3%

Part-time (winter only) Drivers receive performance review following the winter season. Upon return the next season, a new wage, based upon previous season's review, applies.

All other employees receive an annual performance review on their hire date anniversary.

### Guidelines for using pay scale

1. New employees should be hired within the hiring range, DOE. Executive Director has ability to approve hires at 5% in excess of max. hiring range for candidates who significantly exceed qualifications. Any hires at rates in excess of that amount require Board approval.
2. Pay increases will be based on total performance evaluation points, but cannot exceed the maximum in the Performance Range for the respective Position.
3. Pay increases only happen following a performance evaluation on the employee's anniversary date. 90 day reviews will still be done to eliminate probationary period, but no pay increase will occur at 90 days.
4. Those employees whose responsibilities are unchanged and whose pay is above the pay scale, will remain at their current pay rate for their Position.
5. Employees whose responsibilities have changed, will be subject to the pay rates for the appropriate Position on this pay scale.

\* Coordinator covers Ops Coordinator, Bike-Ped Coordinator and Driver-Trainers

# Mountain Rides Agenda Item Summary

Date:

09/17/2014

From:

Jason Miller

Subject:

4d. Reject all bids received in response to Invitation for Bid (IFB) 072014-1 for construction of downtown Ketchum transportation hub

Committee Review:

- ☒ yes  
☐ no

Committee  
Purview:

Both Committees

Previously  
discussed at board  
level:

- ☒ yes    ☐ no

Proposed Action:

Reject

Fiscal Impact:

none at this time

Related Policy or  
Procedural Impact:

5 year capital improvement plan

Background:

On August 29th, we closed our IFB 072014-1 for the Ketchum transportation hub construction. We only received two bids and both were over budget (see attached bid summary - our construction budget is \$365,000). I am recommending we reject both bids and take the following course of action:

- Re-issue the bid in the spring when we are likely to receive more interest early in the construction season
- Between now and next spring, perform value engineering to refine the scope of the project and break apart the bid into a must-have base bid and additional bid alternatives to allow more options.
- We will also look at possibilities for additional project funding from the Federal Transit Administration.



**MOUNTAIN RIDES Ketchum HUB Construction**  
**BID OPENING –**  
**August 29<sup>th</sup> 3pm**

CONTRACTOR			BASE BID (\$)	BID ALT. 1 (\$)	TOTAL
Sawtooth Construction dba Earthworks	Receipt of Addenda	<input checked="" type="checkbox"/>	\$1,260,443.03	\$108,870.13	\$1,369,313.16
	Public Works License	<input checked="" type="checkbox"/>			
	List of Subcontractors	<input checked="" type="checkbox"/>			
	Federal Certification	<input checked="" type="checkbox"/>			
Conrad Bros.	Receipt of Addenda	<input checked="" type="checkbox"/>	\$699,300.87	\$44,627.38	\$743,928.25
	Public Works License	<input checked="" type="checkbox"/>			
	List of Subcontractors	<input checked="" type="checkbox"/>			
	Federal Certification	<input checked="" type="checkbox"/>			
	Receipt of Addenda	<input type="checkbox"/>			
	Public Works License	<input type="checkbox"/>			
	List of Subcontractors	<input type="checkbox"/>			
	Federal Certification	<input type="checkbox"/>			
	Receipt of Addenda	<input type="checkbox"/>			
	Public Works License	<input type="checkbox"/>			
	List of Subcontractors	<input type="checkbox"/>			
	Federal Certification	<input type="checkbox"/>			
	Receipt of Addenda	<input type="checkbox"/>			
	Public Works License	<input type="checkbox"/>			
	List of Subcontractors	<input type="checkbox"/>			
	Federal Certification	<input type="checkbox"/>			
	Receipt of Addenda	<input type="checkbox"/>			
	Public Works License	<input type="checkbox"/>			
	List of Subcontractors	<input type="checkbox"/>			
	Federal Certification	<input type="checkbox"/>			
	Receipt of Addenda	<input type="checkbox"/>			
	Public Works License	<input type="checkbox"/>			
	List of Subcontractors	<input type="checkbox"/>			
	Federal Certification	<input type="checkbox"/>			

A	Pedestrian Level Improvemnets - Leave curb and gutter in tact			
	1	Mobilizatio	121897 /4	\$ 30,474
	5	Paver Removal		\$ 2,312
	7	Concrete Removal		\$ 17,198
	8	Concrete and Bench Removal		\$ 2,000
	9	Sign Removal		\$ 1,000
	12	Remove Existing Trees		\$ 1,825
	13	Relocate Trees		\$ 490
	23	Remove Existing Picket Fence		\$ 2,500
	24	Relocat Fence		\$ 5,260
	29	Relay Sidewalk pavers		\$ 4,089
	30	New Paver Sidwalks		\$ 14,455
	32	Double Soldier Course		\$ 9,218
	38	Install relocated tree, grate, et		\$ 920
	40	Bus Onlyl marking		\$ 300
	41	Striping		\$ 6,899
	42	18" Concret Benches		\$ 5,884
	43	12" Concrete Benches		\$ 5,840
	44	Trash Recepticles		\$ 7,694
	45	Perminant Bike Rack		\$ 2,730
	46	Bike Rack with Logo		\$ 2,730
	47	Movable Bike Rack		\$ 7,470
	50	Signs and Lights		\$ 22,693
	54	Sod Touch up		\$ 532
		TOTAL		\$ 124,039
B	Bus Shelter at Perch			
	1	Mobilizatio	121897 /4	\$ 30,474
	19	Install Gutter Drywell		\$ 1,200
	22	Remove existing shrub		\$ 200
	31	Pavers	11618 /2	\$ 5,809
	49	Shelters		\$ 38,130
	55	Electrical	55910 /2	\$ 27,955
	58	Repair asphalt for electrical		\$ 4,700
		TOTAL		\$ 108,468
C	Shelter at Visitors Center/Starbucks			
	1	Mobilizatio	121897 /4	\$ 30,474
	19	Install Gutter Drywell		\$ 2,400
	31	Pavers	11618 /2	\$ 5,809
	48	Shelters		\$ 19,747

55	Electrical	55910 /2	\$	27,955
56	Relay pavers for electrical		\$	1,820
57	Base for pavers		\$	3,987
	TOTAL		\$	92,192

D Bulbouts

1	Mobilizatio	121897 /4	\$	30,474
2	Traffic Control		\$	11,726
3	Asphalt Cutting		\$	436
4	Concrete Saw Cutting		\$	577
6	Asphalt Removal		\$	15,800
10	Excavation		\$	10,500
11	Abandon Water Valve		\$	1,200
14	Adjust manholes etc.		\$	2,500
15	Relocate Fire Hydrant		\$	3,500
16	Abandon Drywells		\$	3,200
17	Install Catch Basins		\$	28,000
18	Install Drywells		\$	10,000
20	Install 12 Drain Lines		\$	12,000
21	Remove Street Lights		\$	3,000
25	3/4" Roadmix		\$	28,500
26	2" Base		\$	27,000
27	Asphalt		\$	23,325
28	6" Vertical Curb		\$	14,024
33	Flat curb/gutter		\$	14,854
34	Decorative Concrete		\$	49,600
35	Bollards		\$	18,560
36	Truncated Domes		\$	9,184
37	Add arm to lights and install		\$	12,460
39	Artistic Tree Grate		\$	6,852
51	Extend irrigation		\$	1,987
52	Irrigation bubblers		\$	679
53	Specimen Trees		\$	4,840
	TOTAL		\$	344,778

	TOTAL		\$	669,478
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**PRELIMINARY CONSTRUCTION COST ESTIMATE**  
**Ketchum Transportation Hub**

**6/16/2014**

**STARBUCKS / VISITOR CENTER**

**DEMOLITION**

<u>Quantity</u>	<u>Item</u>	<u>Unit Cost</u>	<u>Unit</u>	<u>Item Cost</u>
2,800	Removal of Ex. Pavement	\$1.00	sf	\$2,800
150	Removal of Ex. Concrete Curb	\$2.00	lf	\$300
2,400	Removal of Ex. Sidewalks	\$1.00	sf	\$2,400
<b>Sub Total</b>				<b>\$5,500</b>

**NEW SITE WORK**

<u>Quantity</u>	<u>Item</u>	<u>Unit Cost</u>	<u>Unit</u>	<u>Item Cost</u>
2,600	New 3" Asphalt Pavement	\$1.65	sf	\$4,290
2,600	New 2" Base Course Aggregate	\$0.60	sf	\$1,560
2,600	New 3/4" Leveling Course Aggregate	\$0.75	sf	\$1,950
160	New Concrete Curb and Gutter	\$20.00	lf	\$3,200
2,400	New Paver Sidewalk w/ Prep	\$12.00	sf	\$28,800
300	New Concret Sidewalk w/ Prep	\$20.00	sf	\$6,000
2	New Catch Basins	\$2,000.00	ea	\$4,000
1	New Drywells	\$5,000.00	ea	\$5,000
100	New 12" PVC Storm Drain Pipe	\$15.00	lf	\$1,500
2	New Street Trees	\$1,000.00	ea	\$2,000
1	Modifications to Street Lights	\$1,500.00	ea	\$1,500
5	Artistic Bollards	\$1,000.00	ea	\$5,000
1	Artistic Tree Grates	\$1,000.00	ea	\$1,000
1	Regular Tree Grates	\$500.00	ea	\$500
1	Misc. Signage, Striping, Etc.	\$2,500.00	lump	\$2,500
1	New Irrigation System	\$1,000.00	lump	\$1,000
1	Electrical	\$3,000.00	lump	\$3,000
1	Construction Staking	\$1,000.00	lump	\$1,000
<b>Sub Total</b>				<b>\$73,800</b>

**SHELTER**

<u>Quantity</u>	<u>Item</u>	<u>Unit Cost</u>	<u>Unit</u>	<u>Item Cost</u>
2	Canopies	\$5,000.00	ea	\$10,000
1	Heater	\$5,000.00	ea	\$5,000
<b>Sub Total</b>				<b>\$15,000</b>

<b>Construction Cost</b>	<b>\$94,300</b>
<b>10% Construction Contingency</b>	<b>\$9,430</b>
<b>Total</b>	<b>\$103,730</b>

**PRELIMINARY CONSTRUCTION COST ESTIMATE**  
**Ketchum Transportation Hub**

**6/16/2014**  
page 2

**ELEPHANTS PERCH**

**DEMOLITION**

<b>Quantity</b>	<b>Item</b>	<b>Unit Cost</b>	<b>Unit</b>	<b>Item Cost</b>
2,800	Removal of Ex. Pavement	\$1.00	sf	\$2,800
150	Removal of Ex. Concrete Curb	\$2.00	lf	\$300
1,200	Removal of Ex. Sidewalks	\$1.00	sf	\$1,200
<b>Sub Total</b>				<b>\$4,300</b>

**NEW SITE WORK**

<b>Quantity</b>	<b>Item</b>	<b>Unit Cost</b>	<b>Unit</b>	<b>Item Cost</b>
2,600	New 3" Asphalt Pavement	\$1.65	sf	\$4,290
2,600	New 2" Base Course Aggregate	\$0.60	sf	\$1,560
2,600	New 3/4" Leveling Course Aggregate	\$0.75	sf	\$1,950
160	New Concrete Curb and Gutter	\$20.00	lf	\$3,200
1,480	New Paver Sidewalk w/ Prep	\$12.00	sf	\$17,760
300	New Concret Sidewalk w/ Prep	\$20.00	sf	\$6,000
2	New Catch Basins	\$2,000.00	ea	\$4,000
1	New Drywells	\$5,000.00	ea	\$5,000
100	New 12" PVC Storm Drain Pipe	\$15.00	lf	\$1,500
2	New Street Trees	\$1,000.00	ea	\$2,000
1	Modifications to Street Lights	\$1,500.00	ea	\$1,500
5	Artistic Bollards	\$1,000.00	ea	\$5,000
1	Artistic Tree Grates	\$1,000.00	ea	\$1,000
1	Tree Grates	\$1,000.00	ea	\$1,000
1	Misc. Signage, Striping, Etc.	\$2,500.00	lump	\$2,500
1	New Irrigation System	\$1,000.00	lump	\$1,000
1	Electrical	\$3,000.00	lump	\$3,000
1	Construction Staking	\$1,000.00	lump	\$1,000
<b>Sub Total</b>				<b>\$63,260</b>

**SHELTER**

<b>Quantity</b>	<b>Item</b>	<b>Unit Cost</b>	<b>Unit</b>	<b>Item Cost</b>
1	Shelter	\$50,000.00	lump	\$50,000
1	Heater	\$5,000.00	lump	\$5,000
<b>Sub Total</b>				<b>\$55,000</b>

<b>Construction Cost</b>	<b>\$122,560</b>
<b>10% Construction Contingency</b>	<b>\$12,256</b>
<b>Total</b>	<b>\$134,816</b>

**PRELIMINARY CONSTRUCTION COST ESTIMATE**  
**Ketchum Transportation Hub**

**6/16/2014**  
page 3

**BARRY PETERSON**

**DEMOLITION**

<u>Quantity</u>	<u>Item</u>	<u>Unit Cost</u>	<u>Unit</u>	<u>Item Cost</u>
2,800	Removal of Ex. Pavement	\$1.00	sf	\$2,800
40	Removal of Ex. Concrete Curb	\$2.00	lf	\$80
0	Removal of Ex. Sidewalks	\$1.00	sf	\$0
<b>Sub Total</b>				<b>\$2,880</b>

**NEW SITE WORK**

<u>Quantity</u>	<u>Item</u>	<u>Unit Cost</u>	<u>Unit</u>	<u>Item Cost</u>
2,600	New 3" Asphalt Pavement	\$1.65	sf	\$4,290
2,600	New 2" Base Course Aggregate	\$0.60	sf	\$1,560
2,600	New 3/4" Leveling Course Aggregate	\$0.75	sf	\$1,950
80	New Concrete Curb and Gutter	\$20.00	lf	\$1,600
0	New Paver Sidewalk w/ Prep	\$12.00	sf	\$0
300	New Concret Sidewalk w/ Prep	\$20.00	sf	\$6,000
2	New Catch Basins	\$2,000.00	ea	\$4,000
1	New Drywells	\$5,000.00	ea	\$5,000
100	New 12" PVC Storm Drain Pipe	\$15.00	lf	\$1,500
1	New Street Trees	\$1,000.00	ea	\$1,000
1	Modifications to Street Lights	\$1,500.00	ea	\$1,500
5	Artistic Bollards	\$1,000.00	ea	\$5,000
1	Artistic Tree Grates	\$1,000.00	ea	\$1,000
0	Tree Grates	\$1,000.00	ea	\$0
1	Misc. Signage, Striping, Etc.	\$2,500.00	lump	\$2,500
1	New Irrigation System	\$1,000.00	lump	\$1,000
1	Electrical	\$3,000.00	lump	\$3,000
1	Construction Staking	\$1,000.00	lump	\$1,000
<b>Sub Total</b>				<b>\$41,900</b>

<b>Construction Cost</b>	<b>\$44,780</b>
<b>10% Construction Contingency</b>	<b>\$4,478</b>
<b>Total</b>	<b>\$49,258</b>

**PRELIMINARY CONSTRUCTION COST ESTIMATE**  
**Ketchum Transportation Hub**

**6/16/2014**  
page 4

**HELMS STATION**

**DEMOLITION**

<b>Quantity</b>	<b>Item</b>	<b>Unit Cost</b>	<b>Unit</b>	<b>Item Cost</b>
2,800	Removal of Ex. Pavement	\$1.00	sf	\$2,800
40	Removal of Ex. Concrete Curb	\$2.00	lf	\$80
0	Removal of Ex. Sidewalks	\$1.00	sf	\$0
<b>Sub Total</b>				<b>\$2,880</b>

**NEW SITE WORK**

<b>Quantity</b>	<b>Item</b>	<b>Unit Cost</b>	<b>Unit</b>	<b>Item Cost</b>
2,600	New 3" Asphalt Pavement	\$1.65	sf	\$4,290
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80	New Concrete Curb and Gutter	\$20.00	lf	\$1,600
0	New Paver Sidewalk w/ Prep	\$12.00	sf	\$0
300	New Concret Sidewalk w/ Prep	\$20.00	sf	\$6,000
2	New Catch Basins	\$2,000.00	ea	\$4,000
1	New Drywells	\$5,000.00	ea	\$5,000
100	New 12" PVC Storm Drain Pipe	\$15.00	lf	\$1,500
1	New Street Trees	\$1,000.00	ea	\$1,000
1	Modifications to Street Lights	\$1,500.00	ea	\$1,500
5	Artistic Bollards	\$1,000.00	ea	\$5,000
1	Artistic Tree Grates	\$1,000.00	ea	\$1,000
1	Misc. Signage, Striping, Etc.	\$2,500.00	lump	\$2,500
1	New Irrigation System	\$1,000.00	lump	\$1,000
1	Electrical	\$3,000.00	lump	\$3,000
1	Construction Staking	\$1,000.00	lump	\$1,000
<b>Sub Total</b>				<b>\$41,900</b>

**Construction Cost** **\$44,780**

**10% Construction Contingency** **\$4,478**

**Total** **\$49,258**

**SUBTOTAL - CONSTRUCTION COST** **\$337,062**

**BASE DESIGN FEES** **\$92,000**

**ADDITIONAL SERVICES DESIGN FEES** **\$7,500**

**TOTAL BUDGET** **\$436,562**

# 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:

This service plan largely keeps services in tact, based on the fact that federal funding is not being cut and local funding is staying flat. We do have \$21,000 of a gap between the 2% increase requested of local funding partners vs. the flat funding we received that had to be accounted for in our planning.

This service plan is based on data analysis by staff and is our recommendation for service in FY2015. We looked closely at all services with a balanced approach of looking at 1. Peak/off-peak needs, 2. Equitable adjustments and 3. Productivity of routes. This approach is what was discussed at our last meeting as the best way to look at service planning.





## **FY2015 Transportation Service Plan**

For FY2015, we are trying to maintain the service that we have, based on our budget constraints. With flat local funding and cost increases of an average 2%, we must make some reductions in service. We are also looking at ways to improve Blue route peak service in the morning hours.

The major change we are recommending is reducing summer season by 2 weeks so that it would start June 27<sup>th</sup>, 2015, instead of June 13<sup>th</sup>. This will allow us to make up the budget deficit as well as add hours into the morning start of Blue 2, which we believe would help encourage more Blue Route ridership.

We are also recommending filling the midday gap of Hailey Route due to additional 5310 funding available. This will help fill the void of the missing midday Valley Route service that was cut last year.

As for route timing and configuration (where the route goes), the only change we are recommending is extending Green Route to Baldy View Cr in Sun Valley – instead of ending at the Perch, the route would continue to Sun Valley. There is time in the existing schedule to make this change and would help take pressure off of other routes.

All of the proposed changes are highlighted in **yellow**.

### **SEASONS**

Here are the seasons we would define, as compared to 2014 seasons

<b>Season</b>	<b>FY2014</b>	<b>FY2015</b>
Early Winter	Nov 28 – Dec 13	Nov 27 – Dec 12
Peak Winter	Dec 14 – March 31	Dec 13 – Mar 31
Late Winter	April 1 – April 20	Apr 1 – Apr 19
Spring slack	April 21 – June 13	Apr 20 – June 26
Summer	June 14 – Sept 7	<b>June 27 – Sept 6</b>
Fall slack	Sept 8 – Nov 26	Sept 7 – Nov 25

Here is a route by route look at staff recommendations:

### **BLUE**

No changes to route configuration or timing. Dates/times of service:

Departure #1 (:00 out of Warm Springs, and :30 out of Elkhorn Springs)

- Runs year-round
- 7a – 9:30p hours of service year-round

Departure #2 (:30 out of Warm Springs, and :00 out of Elkhorn Springs)

- Runs all winter (Nov 27-April 19) and summer (June 27-Sept 6) seasons
- 7:30a – 1:00a during winter
- 7:30a – 11:00p during summer (this is an improvement over FY14 summer schedule when Blue #2 didn't start until 10:30a)

## **RED**

No changes to route configuration or timing. Dates/times of service:

Departure #1 (:30 out of Elkhorn Springs, :00 out of downtown Ketchum)

- Runs entire winter and summer seasons
- 8:30a – 5:00p hours of service winter
- 8:30a – 5:30p hours of service summer (summer season is proposed to be shorter)
- Continue to provide symphony service

Departure #2 (:00 out of Elkhorn Springs, :30 out of downtown Ketchum)

- Runs winter peak (Dec 13- Mar 31)
- 9:00a – 4:00p

## **GREEN**

Change route to end at Baldy View Cr at Sun Valley Resort. Route timing would change a few minutes between :56 and :10 in order to accommodate this change. Dates/times of service:

Departure #1 (:00 out of Sun Valley Baldy Cr, :35 out of Meadows)

- Runs 7 days/wk during entire winter season
- Runs 5 days/wk during slack and summer season
- 7:35a – 11a and 2:00p-5:30p hours of service (no service between 11a-2p) – this is the same year-round

## **HAILEY**

No changes to route configuration or timing. Dates/times of service:

Departure #1 (:00 out of south Woodside, :34 out of Albertsons)

- Weekday service only
- 8:00a – 5:00p hours of service (fill midday gap)

## **VALLEY**

No changes to current schedule or route configuration. One minor adjustment is to move 3:05p northbound trip by 10 minutes to allow for more recovery time and chance for more kids to use express school bus to eliminate Mountain Rides' overloads. See printed schedule for exact schedule. Midday gap in service remains.

## **SILVER**

No changes to route configuration or timing. Dates/times of service:

Departure #1/3 (:00 and :30 out of Sun Valley Baldy Cr, and :15 and :45 out of River Run)

- Runs entire winter season from mountain open until mountain close
- 7a – 9:30p hours of service

Departure #2/4 (:15 and :45 out of Sun Valley Baldy Cr, and :00 and :30 out of River Run)

- Runs all winter (Nov 27-April 19) and summer (June 27-Sept 6) seasons
- 7:30a – 1:00a during winter

## **BRONZE**

No changes to route configuration or timing. Dates/times of service:

Departure #1/2 (:00 and :30 out of Sun Valley Baldy Cr, and :15 and :45 out of Warm Springs)

- Runs winter peak season only
- 8:30a – 11:00a and 1:15p – 3:30p hours of service

## **OTHER TRANSPORTATION SERVICES**

Mountain Rides will also continue to operate:

- ✓ Vanpool services
  - Public routes, Webb routes and Sun Valley Co routes
  - 8-14 routes, depending on time of year
- ✓ Safe Routes to School
  - Education, events and encouragement at schools for biking and walking to school
- ✓ 5B BikeShare
  - 40 bikes – 20 in Hailey and 20 in Ketchum
- ✓ Transportation planning and employer support



## **PUBLIC OUTREACH PLAN**

### **FY2015 TRANSIT SERVICE PLAN**

September 17, 2014: Draft service plan discussed at regular board meeting

September 17-24, 2014: Ads and outreach for Scout your Route sessions on Sept 25<sup>th</sup>

September 25, 2014: Scout your Route sessions in Ketchum and Hailey

- 11:30a – 1:30p Ketchum Town Square
- 4:30p – 6:30p Hailey Library (or Atkinsons)

October 1, 2014: Presentation of public comments and service plan workshop at committee meetings and joint board meeting

October 2-10, 2014: Finalization of service plan by staff

October 15, 2014: Adoption of service plan at regular October Mountain Rides' board meeting



## **MINUTES**

### **Planning and Marketing Committee, Wednesday, 9/3/14, 1:00pm**

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

In attendance: Steve Wolper, Kristin Derrig, Jason Miller, Kim MacPherson, Jim Finch and Wendy Crosby

Absent: Nils Ribi and David Patrie

Meeting start time: 1:00pm

Meeting adjourn: 1:40pm

1. Discuss FY2015 service plan status and approach to possible service cuts
  - a. Jason gave an update to the possible federal funding shortfall and the cuts we may have to make to service. We will know more on Thursday after the PTAC meeting.
2. Discuss FY2015 service plan public outreach process
  - b. We will have a discussion at the August 17<sup>th</sup> regular board meeting about the potential options for service cuts and how to move forward.
3. Other items to come before the committee. There were none.



## **Minutes**

### **Finance and Performance Committee 9/3/14, 2:30 pm**

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

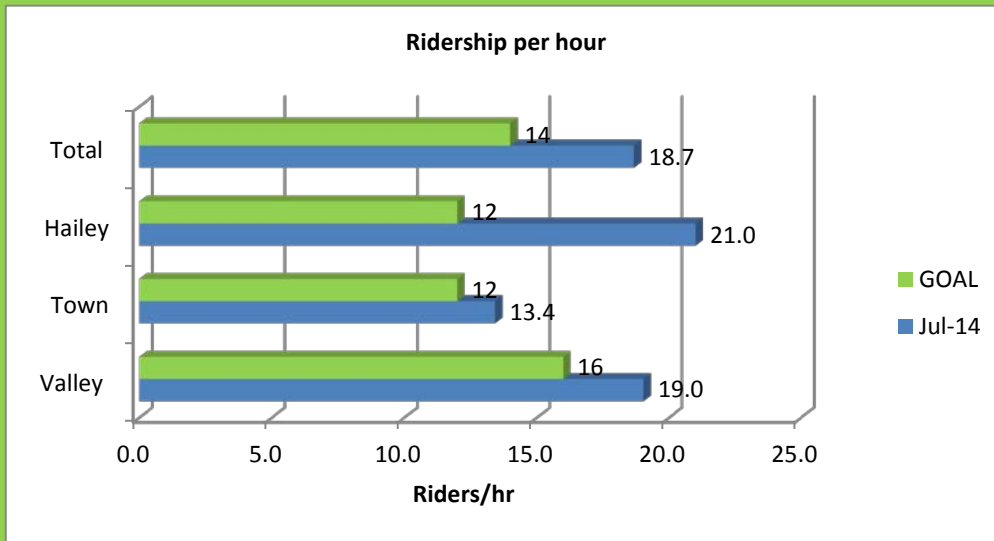
Present: Michael David, Susan McBryant, Jason Miller, Wendy Crosby

Absent: Mark Gilbert, Joe Miczulski

1. Reviewed monthly financials and bills (July)
2. Discussed current status of FY2015 budget and approach to funding shortfalls should federal awards be scaled back. Discussed the idea that future budget presentations to funding partners should not reference an increase from last year but rather refer to service that could be provided at various funding level scenarios. Draft budget presentations need to include a column that is a projection of the FYE numbers.
3. Discussed update to Capital Improvement Plan for FY2015.
4. Discussed update to FY2015 pay chart. No change in pay rates for FY2015. Eliminated end of year bonuses for part-time winter drivers and will re-hire those drivers for the following season based on previous season's performance review.

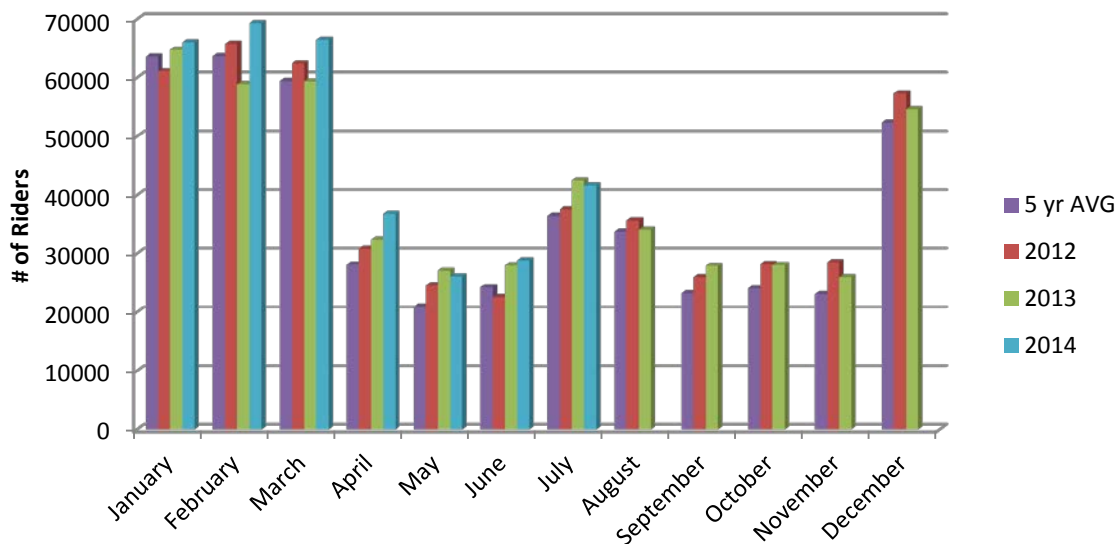
Meeting adjourned 3:30

## PERFORMANCE DASHBOARD - RIDERSHIP, JULY 2014



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.

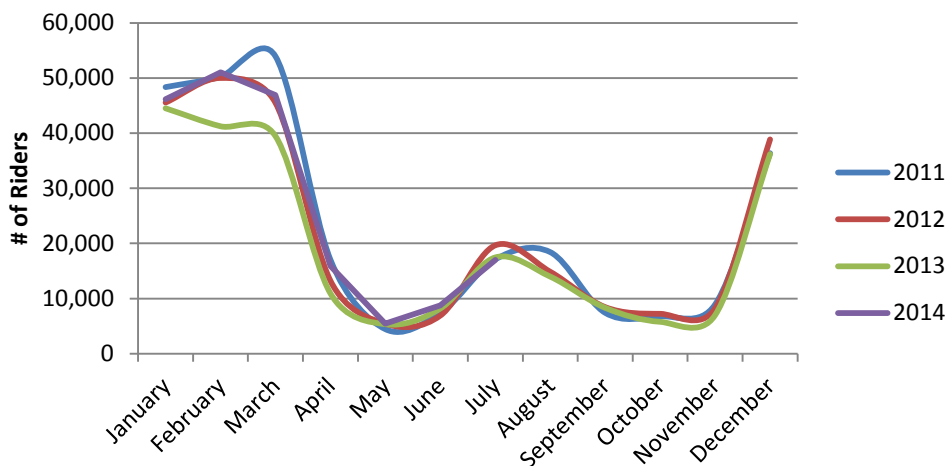
### Total Ridership by Month



2014 YTD Ridership  
335,540  
2013 YTD Ridership  
310,928  
2012 YTD Ridership  
305,944

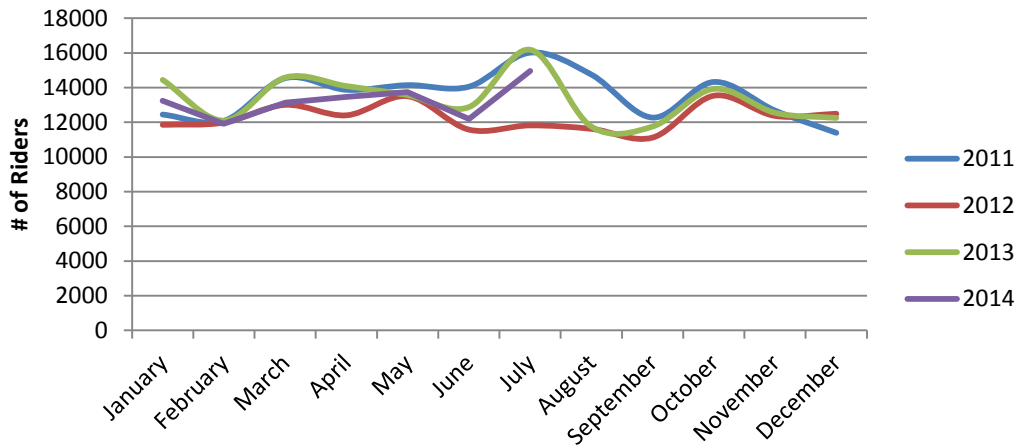
Definition: Monthly ridership compared with one year ago, two years ago and the 5 year average.

### Town Routes

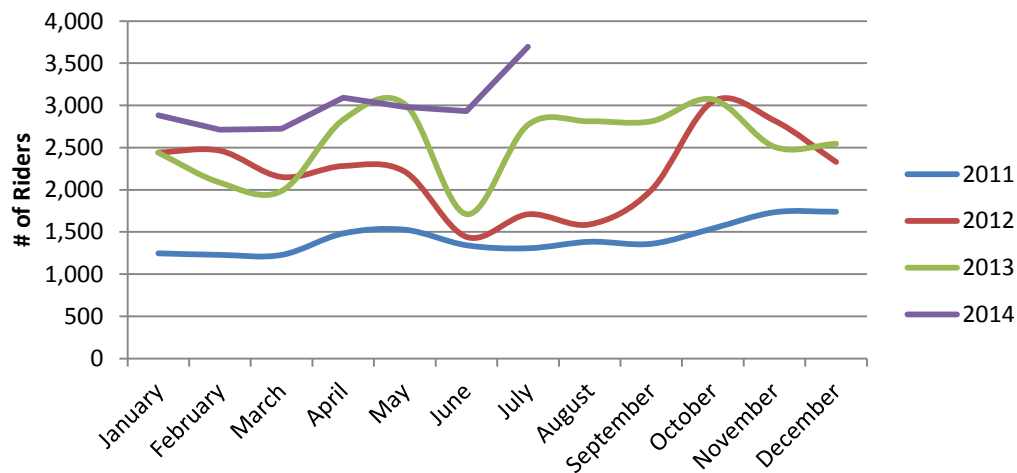


## PERFORMANCE DASHBOARD - RIDERSHIP BY ROUTE, JULY 2014

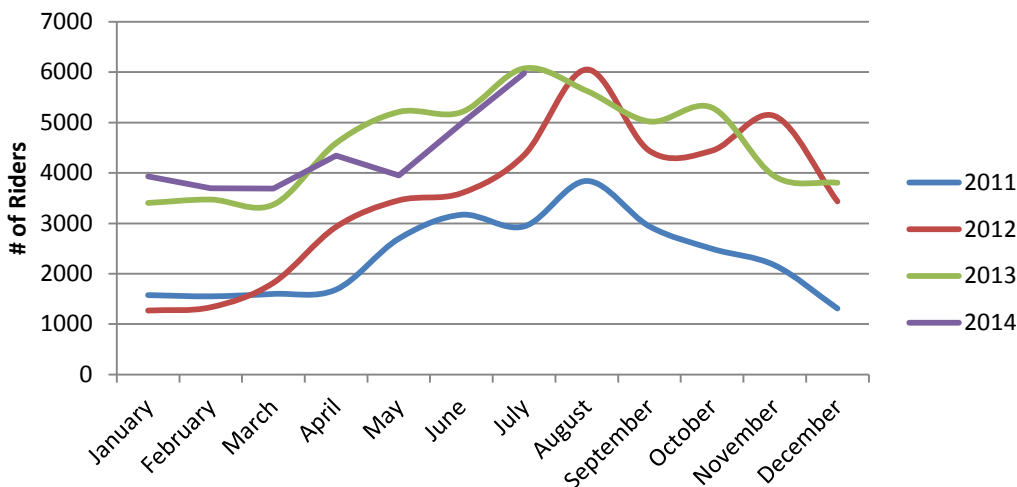
### Valley Route



### Hailey Route

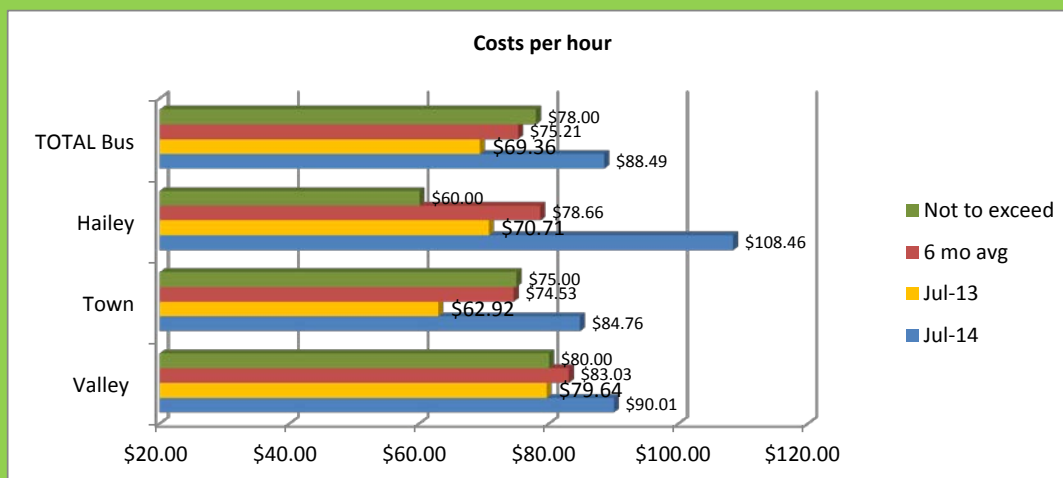


### Vanpool

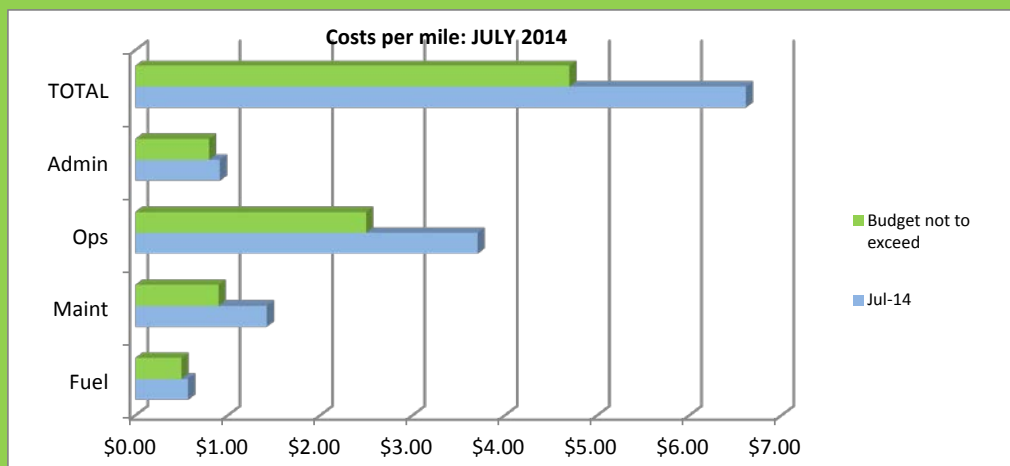
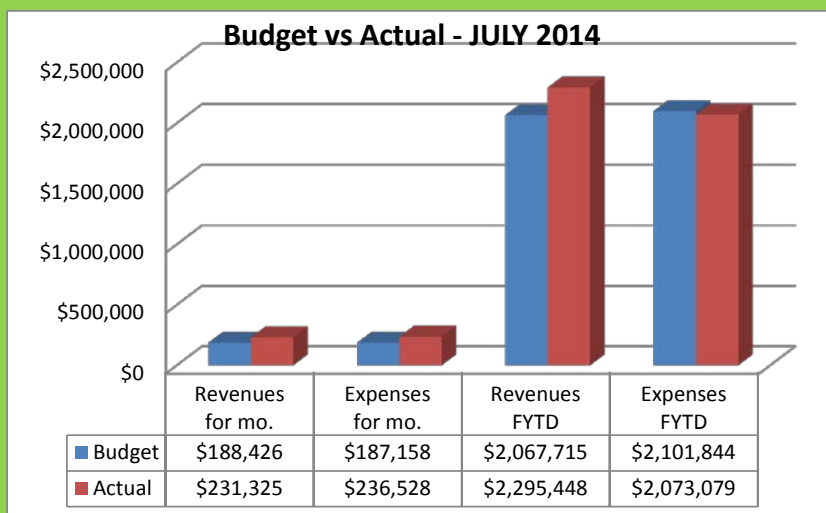
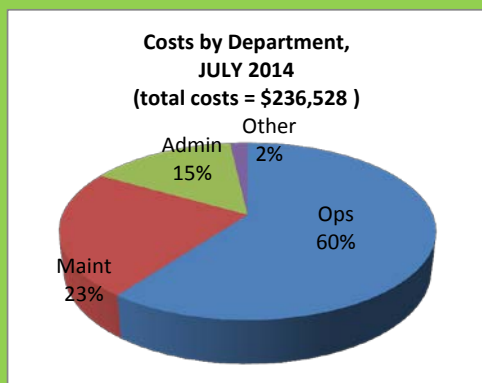




## PERFORMANCE DASHBOARD - FINANCIAL, JULY 2014

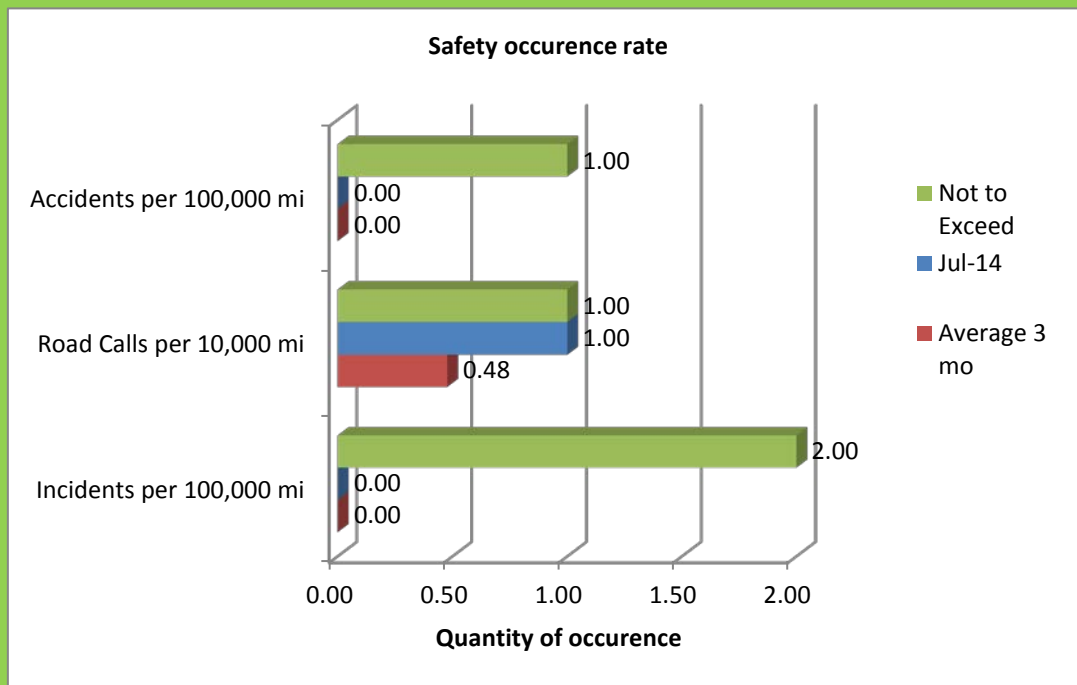


Definition: Monthly costs divided by the number of bus revenue service hours operated for the month. Being lower than goal is good. Monthly numbers are compared to 6 month average in order to give a longer time period for reference (monthly fluctuations can be great).



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, JULY 2014



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

Safety	May-14	Jun-14	Jul-14
<b>Incidents</b>	0	0	0
<b>Accidents</b>	0	0	0
<b>Road Calls</b>	3	6	1

**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**

**324**

**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:

09/17/2014

Staff Member:

Jim Finch

Department:

Operations

Department  
Highlights from the  
Previous Month:

August ridership showed a robust recovery from a fiery August of 2013. Overall ridership up 9% compared to 2013 and 5% over 2012 (last year of Library Home Tour). 2014= 37,822 trips 2013= 34,613 2012=36,117  
Town routes +19%! Blue +13%; Red +55%, Green +70%  
Symphony extra transported 103 total passengers on 8 trips (110 passengers for season).  
Hailey route +2% 2871 trips  
Valley Route +13% even with service reduction (14% over 2012) 2014= 13,242 trips  
Vanpool -13% 4,951 trips. Webb usage -10% in hours -30% passenger trips

Progress on  
projects/initiatives:

Coordinating after school transportation with BCSD has shown early positive results. BCSD is operating a Ketchum Express from WRMS to help spread the loads around.

Syringa School opening has been a pleasant surprise as the school relies upon public transportation for a significant portion of student transportation.

Challenges/  
Opportunities:

Safety is our highest priority. Our staff continues to demonstrate exceptional safety practices and compliance. No Collisions or Incidents.

Highway 75 construction at St. Luke's continues to cause sporadic delays. Paving is completed and striping/finish work should be done by 9/22/14.

# Mountain Rides Staff Report

Date:

09/17/2014

Staff Member:

Kim MacPherson

Department:

Marketing Outreach

Department  
Highlights from the  
Previous Month:

Our schedule change for Fall happened on September 8th so all the Blue, Red and Valley/Red route signs were changed.

I created a pass for the Syringa school students as they are a school partner now and many of their students are using the bus to get to school.

Progress on  
projects/initiatives:

We will be starting a Fall survey next week.

Challenges/  
Opportunities:

I am working on Quick reference guides for the bars and restaurants for the upcoming winter peak season.

# Mountain Rides Staff Report

Date:

09/17/2014

Staff Member:

Kaz Thea

Department:

Bike-Ped

Department  
Highlights from the  
Previous Month:

Safe routes to school

I met with the new Syringa Mountain school to discuss traffic issues during the drop off time at 8:00 AM. They are located near Power Engineers and heavy traffic occurs at the start of school and work. They have concerns regarding cross walk safety, the crossings need to be painted that are either so faint due to old paint or none existent. Traffic is being backed up on the highway both north and south directions because of so many cars turning there. We met at the site with ITD as well to discuss the traffic turning signal. Parking at school is an issue. I plan to have a meeting with the City of Hailey as well.

Progress on  
projects/initiatives:

We plan to hold Bike to School Day on Wednesday, October 1 but currently the bike path is not complete so we will wait to finalize plans to hold the event to make sure bike path is complete. If it is not we will not hold the event this fall.

Challenges/  
Opportunities:

Bikeshare program - still waiting to get initial bikes to try with new updated and improved electronics. Hope to have a few bikes to try this fall. Will launch full program in Ketchum and Hailey next spring. Had really good feedback with Ketchum businesses regarding expanding bikeshare to Ketchum next year with a total of 40 bikes.

# Mountain Rides Staff Report

Date:

09/17/2014

Staff Member:

Wendy Crosby

Department:

Business-Finance

Department  
Highlights from the  
Previous Month:

We received concurrence on the appraisals submitted to the FTA for the south valley facility. This means that the FTA will recognize the \$165,000 valuation of the land as an in-kind contribution to local match required for the funding award. It also means that we can begin to use the award funds. This is very good timing as JHS Architects held 2 day planning meetings at the end of August and will begin invoicing for design and planning costs soon.

Progress on  
projects/initiatives:

I have begun working on an Exclusion Policy for Mountain Rides customers. WSTIP provided templates for this policy which are proving very helpful.

We received award agreements for the East Fork pathway project but ITD is still grappling with this new award program and has not given us the green light to proceed. We expect that by the time we get the go-ahead, it will be too late in the season to begin this project. We will gear up over the winter and tackle it as early as possible in spring.

I have requested quotes from 3 firms for our annual audit work and we expect to be in a position to make a selection in the next week or so.

Challenges/  
Opportunities:

We are still waiting for DBE concurrence that will allow us to undertake the construction work involved in our various capital projects in FY2015.

In the next few weeks I will be investigating ICRMP's on-line education course for all employees which, if we can comply with participation requirements, could result in savings on our insurance premiums.

# Mountain Rides Staff Report

Date:

09/17/2014

Staff Member:

Jason Miller

Department:

Executive Director

Department  
Highlights from the  
Previous Month:

Bike-ped Master Plan - the plan was presented to the Blaine County Regional Transp. Committee earlier this month. It will be approved at the October meeting of the BCRTC.

End of peak summer season - we ended our peak summer service on Sept 7th. It was a solid summer season with total ridership up 3.2% 2014 vs 2013 for June-August period.

Leadership Awards - Mountain Rides was recognized for statewide leadership in public transportation at a recent ITD board meeting in Stanley. Our vanpool program was recognized for being an innovative and important link within District 4, and I was recognized for developing new partnerships and building multi-modal transportation services.

Progress on  
projects/initiatives:

5311 Operational Funding - we recently had good news with regards to our federal 5311 funding. ITD is using other funds to deal with the previously identified shortfall and will not cut the provider funding, as originally indicated.

South Valley facility - we had a very successful design charrette kick-off to the project with our architect team. We developed the scope, requirements, options, and LEED elements to consider for energy efficiency and green building. JHS will now take all the input and come back to us with a few conceptual designs to consider in late September, early October.

Challenges/  
Opportunities:

CTAI conference - the annual conference of the Community Transportation Association of Idaho is being held in Sun Valley this year from October 7-9. This is an opportunity for board members to learn more about public transportation. Please let me know if you are interested in attending.

# 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:





RECORDED

**REGULAR MEETING  
MOUNTAIN RIDES TRANSPORTATION AUTHORITY  
Wednesday, August 20, 2014, 12:30 p.m.  
Ketchum City Hall Meeting Room, Ketchum, Idaho**

Board Members of the Mountain Rides Transportation Authority met in a Regular Meeting in the Ketchum City Hall Meeting Room, Ketchum, Idaho.

**PRESENT:** Chairman Susan McBryant, Vice-Chair Mark Gilbert (Sun Valley), Steve Wolper (At-Large), Nils Ribí (Sun Valley), Joe Miczulski (Bellevue), David Patrie (Blaine County) and Kristin Derrig (Ketchum)

**ABSENT:** Michael David (Ketchum)

**ALSO** Mountain Rides Executive Director Jason Miller

**PRESENT:** Mountain Rides Operations Manager Jim Finch  
Mountain Rides Business Manager Wendy Crosby  
Support Specialist Kim MacPherson  
Terry Smith, *Idaho Mountain Express*

**1. CALL TO ORDER**

Chair Susan McBryant called to order the meeting of Wednesday, August 20, 2014 at 12:35pm.

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

None offered.

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

None offered.

**4. ACTION ITEMS AND DISCUSSION ITEMS**

**a. Action item:**

*Approve resolution to adopt the Blaine County Community Bicycle and Pedestrian Master Plan*

Jason Miller gave a history of the process of how the Bike-Ped Master Plan was accomplished over the last year. Nils Ribí made suggestion to eliminate the SV4 project reference to the Sun Valley Horseman's property, as Sun Valley Co did not support this.

**Mark Gilbert moved to approve the resolution to adopt the Blaine County Community Bicycle and Pedestrian Master Plan making note of comments by Mountain Rides Board members as presented and discussed. Steve Wolper seconded, and the motion passed unanimously.**

**b. Action item:**

*Approve Municipal Transit Easement Agreement between C & D of Idaho, City of Ketchum and Mountain Rides for shelter at Elephant's Perch*

**c. Action item:**

*Approve Agreement for Maintenance, Operations and Ownership Responsibilities for Ketchum Transportation Hub Improvements*

**d. Action item:**

*Approve Easement and Use Agreement between Mountain Rides and Ketchum Urban Renewal Agency*

**A motion was made to continue items 4b, c, and d at the Special Board Meeting on September 3<sup>rd</sup>. Nils Ribí moved and Joe Miczulski seconded, and the motion passed unanimously.**

**e. Action item:**

*Approve update to Mountain Rides amended By-laws that would reduce officer terms to 1 year from 2 years*

This item was discussed at the special meeting on August 1<sup>st</sup>. **A motion was made to approve update to Mountain Rides amended By-laws that reduce officer terms to 1 year from 2 years. Mark Gilbert moved and Dave Patrie seconded, and the motion passed unanimously.**

**5. Committee Reports**

*a. Finance and Performance Committee report from Mark Gilbert*

i. Committee members approve minutes for July

**Committee members voted to approve the July minutes.**

**6. Staff reports**

a. Dashboard performance reports for June 2014

b. Operations report

c. Maintenance report

d. Marketing and Outreach report

e. Business Manager report

f. Executive Director report

**7. Consent Calendar items**

a. Approve minutes for August Special board meeting. **Dave Patrie moved to approve minutes and Joe Miczulski seconded. Motions carried unanimously.**

b. Receive & File financials June 2014

**Dave Patrie moved to approve the financials. Joe Miczulski seconded, and the motion carried unanimously.**

**8. Adjournment**

**Dave Patrie moved to adjourn the meeting at 1:43pm. Joe Miczulski seconded and the motion carried unanimously.**

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Chairman Susan McBryant

# Mountain Rides Agenda Item Summary

Date:	09/17/2014
From:	Wendy Crosby
Subject:	7b. July financials
Background:	<p>July 2014:</p> <p>On the Revenue side, total Federal reimbursements were greater than budget as we try to make full use of 5311 funds. Fare receipts were over budget with the net result that monthly revenues exceeded budget by about 23%. Full year revenues are expected to be slightly over budget thanks to higher than forecast advertising and van pool revenues and the unexpected availability of 5316 and 5317 funds.</p> <p>Total Expenses for July were higher than budget largely due to higher than expected vehicle maintenance expenses. The IC buses continue to experience maintenance issues.</p> <p>A few items exceeded the monthly budget but are still expected to come in on-budget over the course of the year:</p> <p>51000 Payroll Expenses-over budget for the month due to the timing of some quarterly payments.</p> <p>57000 Repairs &amp; Maintenance - over budget due to cost of safety lighting at the south valley building</p> <p>59000 Travel/Training- over budget for the month due to travel to Boise for various ITD meetings</p> <p>61000 Advertising - running higher for the month due to display ads for road construction and symphony service and the timing of vehicle graphics costs</p> <p>62000 Marketing/Promotion- is running higher due to internal marketing costs which includes safety program related expenses. This line item is expected to be over budget for the year because because of the emphasis on this program. In the FY2015 budget, safety program costs are broken out.</p> <p>64000 Fuel Expense- is slightly over budget for the month but YTD is below budget.</p> <p>65000 Vehicle Maintenance - was significantly over-budget due to continuing repairs needed for the IC's.</p> <p>July 2014 Checks Issued:</p> <p>Large/Unusual Items of note:</p> <p>Alexander Clark Printing- \$2796.38- summer schedules</p> <p>Windy City Arts- \$3086.00- vehicle graphics on vans and bus 29 (this portion was reimbursed by Gillig in August)</p>

10:10 AM

09/02/14

Accrual Basis

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

	Jul 14	Budget	% of Budget	Oct '13 - Jul 14	YTD Budget	% of Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
41000 · Federal Funding							
41200 · Federal - 5311	105,083.00	65,000.00	161.7%	813,594.00	645,000.00	126.1%	770,000.00
41300 · Federal - 5316	2,577.00	0.00	100.0%	114,032.00	67,000.00	170.2%	67,000.00
41400 · Federal - 5317	4,453.00	0.00	100.0%	60,948.00	25,000.00	243.8%	25,000.00
41500 · Federal - Stimulus/5310	0.00	3,000.00	0.0%	0.00	30,000.00	0.0%	35,000.00
<b>Total 41000 · Federal Funding</b>	<b>112,113.00</b>	<b>68,000.00</b>	<b>164.9%</b>	<b>988,574.00</b>	<b>767,000.00</b>	<b>128.9%</b>	<b>897,000.00</b>
42000 · State Funding							
42100 · State - Safe Routes	0.00	1,250.00	0.0%	5,436.61	13,000.00	41.8%	18,000.00
42400 · State - Training	0.00	0.00	0.0%	3,457.35	2,500.00	138.3%	7,500.00
<b>Total 42000 · State Funding</b>	<b>0.00</b>	<b>1,250.00</b>	<b>0.0%</b>	<b>8,893.96</b>	<b>15,500.00</b>	<b>57.4%</b>	<b>25,500.00</b>
43000 · Local Funding							
43100 · Local - Ketchum	39,645.83	39,645.84	100.0%	396,458.30	396,458.32	100.0%	475,750.00
43200 · Local - Hailey	4,901.66	4,901.66	100.0%	49,016.66	49,016.68	100.0%	58,820.00
43300 · Local - Bellevue	14.42	14.41	100.1%	144.19	144.18	100.0%	173.00
43400 · Local - Blaine County	4,000.00	9,000.00	44.4%	100,000.00	90,000.00	111.1%	108,000.00
43500 · Local - Sun Valley	18,020.83	18,020.84	100.0%	180,208.33	180,208.32	100.0%	216,250.00
43600 · Local - Sun Valley Company	0.00	0.00	0.0%	151,375.00	151,375.00	100.0%	151,375.00
<b>Total 43000 · Local Funding</b>	<b>66,582.74</b>	<b>71,582.75</b>	<b>93.0%</b>	<b>877,202.48</b>	<b>867,202.50</b>	<b>101.2%</b>	<b>1,010,368.00</b>
44000 · Fares							
44100 · Fares - Valley Cash	8,597.10	5,500.00	156.3%	55,306.90	64,000.00	86.4%	76,000.00
44200 · Fares - Valley Passes	8,409.50	8,000.00	105.1%	99,665.55	112,000.00	89.0%	130,000.00
44300 · Fares - Vanpool	24,272.19	23,000.00	105.5%	147,949.56	129,000.00	114.7%	175,000.00
44400 · Fares - ADA	60.00	85.00	70.6%	805.00	830.00	97.0%	1,000.00
<b>Total 44000 · Fares</b>	<b>41,338.79</b>	<b>36,585.00</b>	<b>113.0%</b>	<b>303,727.01</b>	<b>305,830.00</b>	<b>99.3%</b>	<b>382,000.00</b>
45000 · Revenue							
45100 · Rev - Advertising	2,125.00	4,000.00	53.1%	52,323.29	40,000.00	130.8%	48,000.00
45200 · Rev - Business Sponsors	0.00	0.00	0.0%	0.00	1,000.00	0.0%	1,000.00
45450 · Rev - Misc.	0.00			350.00			
45500 · Rev - Charter/Special Event	4,205.00	2,000.00	210.3%	9,351.25	10,000.00	93.5%	15,000.00
45600 · Rev - Bike Share- Bike Swap	0.00	300.00	0.0%	1,925.25	5,600.00	34.4%	6,000.00
<b>Total 45000 · Revenue</b>	<b>6,330.00</b>	<b>6,300.00</b>	<b>100.5%</b>	<b>63,949.79</b>	<b>56,600.00</b>	<b>113.0%</b>	<b>70,000.00</b>
47000 · Private Donations							
47100 · Priv. Donation - Foundations	0.00	0.00	0.0%	0.00	500.00	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>500.00</b>	<b>0.0%</b>	<b>500.00</b>
48000 · Transfers							
48400 · Transfer - Housing Fund	1,666.66	1,666.66	100.0%	16,666.68	16,666.68	100.0%	20,000.00
<b>Total 48000 · Transfers</b>	<b>1,666.66</b>	<b>1,666.66</b>	<b>100.0%</b>	<b>16,666.68</b>	<b>16,666.68</b>	<b>100.0%</b>	<b>20,000.00</b>
49000 · Interest Income	28.27	41.66	67.9%	158.13	416.68	37.9%	500.00
49500 · Diesel Tax Refunds	3,266.00	3,000.00	108.9%	16,127.00	18,000.00	89.6%	18,000.00
49600 · Misc. Income	0.01			151.26			
49800 · Excess Operating Funds	0.00	0.00	0.0%	20,000.00	20,000.00	100.0%	20,000.00
<b>Total Income</b>	<b>231,325.47</b>	<b>188,426.07</b>	<b>122.8%</b>	<b>2,295,450.31</b>	<b>2,067,715.86</b>	<b>111.0%</b>	<b>2,443,868.00</b>
<b>Gross Profit</b>	<b>231,325.47</b>	<b>188,426.07</b>	<b>122.8%</b>	<b>2,295,450.31</b>	<b>2,067,715.86</b>	<b>111.0%</b>	<b>2,443,868.00</b>

10:10 AM

09/02/14

Accrual Basis

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

	Jul 14	Budget	% of Budget	Oct '13 - Jul 14	YTD Budget	% of Budget	Annual Budget
<b>Expense</b>							
<b>51000 · Payroll Expenses</b>							
51100 · Salaries and Wages	126,031.49	96,000.00	131.3%	1,004,934.93	967,500.00	103.9%	1,129,768.00
51200 · Accrued Vacation Expense	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
51300 · FICA Expense	7,388.61	6,770.00	109.1%	59,307.31	60,820.00	97.5%	71,175.00
51350 · Medicare Tax Expense	1,728.02	1,441.66	119.9%	13,944.46	14,334.68	97.3%	16,947.00
51400 · Retirement Plan Expenses	10,860.46	8,200.00	132.4%	69,158.27	82,500.00	83.8%	96,500.00
51500 · Workers Comp Expense	9,880.00	0.00	100.0%	42,357.00	33,750.00	125.5%	45,000.00
51600 · SUI Expense	1,814.74	2,321.66	78.2%	15,567.66	23,876.68	65.2%	28,000.00
51700 · Medical Ins. Expense	9,894.66	10,350.00	95.6%	106,534.81	102,200.00	104.2%	123,000.00
51800 · Dental Ins. Expense	0.00	958.34	0.0%	8,795.56	9,583.32	91.8%	11,500.00
51975 · Employee Assistance expense	0.00	5,000.00	0.0%	0.00	5,000.00	0.0%	5,000.00
51000 · Payroll Expenses - Other	139.50	141.66	98.5%	1,162.50	1,416.68	82.1%	1,700.00
<b>Total 51000 · Payroll Expenses</b>	<b>167,737.48</b>	<b>131,183.32</b>	<b>127.9%</b>	<b>1,321,762.50</b>	<b>1,300,981.36</b>	<b>101.6%</b>	<b>1,528,590.00</b>
<b>52000 · Insurance Expense</b>							
52100 · Ins. - Vehicles	0.00	0.00	0.0%	103,601.67	105,000.00	98.7%	105,000.00
52150 · Ins- Deductibles/claims	42.00	2,000.00	2.1%	5,074.22	6,000.00	84.6%	6,000.00
52200 · Ins. - Liability- Perf Bond PSP	0.00			0.00	0.00	0.0%	0.00
<b>Total 52000 · Insurance Expense</b>	<b>42.00</b>	<b>2,000.00</b>	<b>2.1%</b>	<b>108,675.89</b>	<b>111,000.00</b>	<b>97.9%</b>	<b>111,000.00</b>
<b>53000 · Professional Fees</b>							
53100 · Accounting & Audit	0.00	0.00	0.0%	9,600.00	10,000.00	96.0%	10,000.00
53200 · IT Systems	431.25	766.66	56.3%	3,139.75	12,466.68	25.2%	14,000.00
53400 · Legal Fees	0.00	500.00	0.0%	1,946.00	6,600.00	29.5%	8,000.00
53500 · Other Professional Fees	664.50	700.00	94.9%	5,214.06	9,400.00	55.5%	10,500.00
<b>Total 53000 · Professional Fees</b>	<b>1,095.75</b>	<b>1,966.66</b>	<b>55.7%</b>	<b>19,899.81</b>	<b>38,466.68</b>	<b>51.7%</b>	<b>42,500.00</b>
<b>54000 · Equipment/ Tool Expense</b>							
54100 · Shop Equipment expense	32.99	100.00	33.0%	2,757.71	2,700.00	102.1%	3,000.00
54200 · Shop Tools	143.38	125.00	114.7%	1,384.48	1,750.00	79.1%	2,000.00
54300 · Office Equipment	0.00	200.00	0.0%	2,418.11	1,600.00	151.1%	2,000.00
<b>Total 54000 · Equipment/ Tool Expense</b>	<b>176.37</b>	<b>425.00</b>	<b>41.5%</b>	<b>6,560.30</b>	<b>6,050.00</b>	<b>108.4%</b>	<b>7,000.00</b>
<b>55000 · Rent and Utilities</b>							
55100 · Rent	1,925.00	1,925.00	100.0%	20,010.00	22,650.00	88.3%	26,500.00
55200 · Utilities	526.42	750.00	70.2%	15,640.05	15,000.00	104.3%	16,500.00
<b>Total 55000 · Rent and Utilities</b>	<b>2,451.42</b>	<b>2,675.00</b>	<b>91.6%</b>	<b>35,650.05</b>	<b>37,650.00</b>	<b>94.7%</b>	<b>43,000.00</b>
<b>56000 · Supplies</b>							
56100 · Office Supplies	39.20	200.00	19.6%	1,160.73	2,100.00	55.3%	2,500.00
56200 · Janitorial & Safety Supplies	103.00	100.00	103.0%	3,923.45	1,800.00	218.0%	2,000.00
56300 · Department Supplies	362.02	766.66	47.2%	5,000.79	8,466.68	59.1%	10,000.00
56400 · Uniforms	145.28	0.00	100.0%	5,260.95	4,500.00	116.9%	4,500.00
56500 · Postage and Delivery	1.19	75.00	1.6%	789.89	750.00	105.3%	900.00
<b>Total 56000 · Supplies</b>	<b>650.69</b>	<b>1,141.66</b>	<b>57.0%</b>	<b>16,135.81</b>	<b>17,616.68</b>	<b>91.6%</b>	<b>19,900.00</b>
<b>57000 · Repairs and Maintenance</b>							
57100 · Equipment Repairs/Maintenance	8.52	200.00	4.3%	6,310.13	2,100.00	300.5%	2,500.00
57200 · Building Repairs/Maintenance	710.05	0.00	100.0%	8,075.35	10,000.00	80.8%	10,000.00
57250 · Bus Stop Repairs/Maint	0.00	250.00	0.0%	567.94	2,400.00	23.7%	3,000.00
57300 · Grounds Repairs/Maintenance	0.00	50.00	0.0%	1,735.28	2,400.00	72.3%	2,500.00
57500 · Janitorial Services	380.98	208.34	182.9%	1,689.98	2,083.32	81.1%	2,500.00
<b>Total 57000 · Repairs and Maintenance</b>	<b>1,099.55</b>	<b>708.34</b>	<b>155.2%</b>	<b>18,378.68</b>	<b>18,983.32</b>	<b>96.8%</b>	<b>20,500.00</b>
<b>58000 · Communications Expense</b>							
58100 · Office Phone Expense	26.84	400.00	6.7%	3,049.96	4,000.00	76.2%	5,000.00
58200 · Cell & Two-Way Mobile	843.32	700.00	120.5%	8,108.00	7,016.68	115.6%	8,500.00
58300 · Internet/Website	118.78	200.00	59.4%	2,031.75	2,000.00	101.6%	2,500.00
58400 · On-Board Vehicle Computers	0.00			10.00			
<b>Total 58000 · Communications Expense</b>	<b>988.94</b>	<b>1,300.00</b>	<b>76.1%</b>	<b>13,199.71</b>	<b>13,016.68</b>	<b>101.4%</b>	<b>16,000.00</b>

10:10 AM

09/02/14

Accrual Basis

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

	Jul 14	Budget	% of Budget	Oct '13 - Jul 14	YTD Budget	% of Budget	Annual Budget
<b>59000 · Travel and Training</b>							
59100 · Vehicle/Airfare	363.81	0.00	100.0%	4,373.48	3,500.00	125.0%	6,000.00
59200 · Lodging	0.00	0.00	0.0%	1,714.20	2,750.00	62.3%	4,000.00
59300 · Meals/Entertainment	17.73	100.00	17.7%	394.50	2,300.00	17.2%	3,000.00
59400 · Training/Education	0.00	200.00	0.0%	5,439.98	5,800.00	93.8%	6,000.00
<b>Total 59000 · Travel and Training</b>	<b>381.54</b>	<b>300.00</b>	<b>127.2%</b>	<b>11,922.16</b>	<b>14,350.00</b>	<b>83.1%</b>	<b>19,000.00</b>
<b>60000 · Business Expenses</b>							
60100 · Business Registration Fees	0.00	0.00	0.0%	92.00	500.00	18.4%	500.00
60400 · Dues & Subscriptions	0.00	100.00	0.0%	1,105.00	7,300.00	15.1%	7,500.00
60500 · Bank Fees	22.36	50.00	44.7%	402.41	500.00	80.5%	600.00
60700 · Bad Debt	0.00			100.00			
60000 · Business Expenses - Other	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
<b>Total 60000 · Business Expenses</b>	<b>22.36</b>	<b>150.00</b>	<b>14.9%</b>	<b>1,699.41</b>	<b>8,300.00</b>	<b>20.5%</b>	<b>8,600.00</b>
<b>61000 · Advertising</b>							
61100 · Print Advertising	807.35	266.68	302.7%	7,055.39	7,216.64	97.8%	8,000.00
61200 · Radio Advertising	0.00	125.00	0.0%	600.00	1,250.00	48.0%	1,500.00
61300 · Online Advertising	0.00	41.66	0.0%	315.00	416.68	75.6%	500.00
61400 · Vehicle Graphics	1,614.00	0.00	100.0%	1,906.00	5,500.00	34.7%	5,500.00
61500 · Bus. Adv. Contract	918.00	500.00	183.6%	12,207.51	9,000.00	135.6%	11,000.00
<b>Total 61000 · Advertising</b>	<b>3,339.35</b>	<b>933.34</b>	<b>357.8%</b>	<b>22,083.90</b>	<b>23,383.32</b>	<b>94.4%</b>	<b>26,500.00</b>
<b>62000 · Marketing and Promotion</b>							
62100 · Info. Displays-Stop Signage	68.00	200.00	34.0%	1,507.21	3,600.00	41.9%	4,000.00
62200 · Graphic Design	0.00	200.00	0.0%	3,785.00	6,400.00	59.1%	6,500.00
62300 · Promotional Items	150.29	0.00	100.0%	2,198.88	2,750.00	80.0%	3,000.00
62400 · Events and Misc.	10.80	0.00	100.0%	324.49	3,500.00	9.3%	3,500.00
62450 · External Marketing Support	0.00			0.00	0.00	0.0%	0.00
62500 · Internal Marketing / Events	409.15	0.00	100.0%	7,615.69	3,500.00	217.6%	3,500.00
<b>Total 62000 · Marketing and Promotion</b>	<b>638.24</b>	<b>400.00</b>	<b>159.6%</b>	<b>15,431.27</b>	<b>19,750.00</b>	<b>78.1%</b>	<b>20,500.00</b>
<b>63000 · Printing and Reproduction</b>							
63100 · Copies, Passes & Flyers	76.34	100.00	76.3%	1,509.72	2,600.00	58.1%	3,000.00
63200 · Schedules, Maps & Brochures	0.00	0.00	0.0%	9,011.55	9,000.00	100.1%	9,000.00
<b>Total 63000 · Printing and Reproduction</b>	<b>76.34</b>	<b>100.00</b>	<b>76.3%</b>	<b>10,521.27</b>	<b>11,600.00</b>	<b>90.7%</b>	<b>12,000.00</b>
<b>64000 · Fuel Expense</b>	<b>32,205.45</b>	<b>30,000.00</b>	<b>107.4%</b>	<b>283,575.00</b>	<b>307,078.00</b>	<b>92.3%</b>	<b>367,078.00</b>
<b>65000 · Vehicle Maintenance</b>							
65100 · Parts Expense	18,266.70	7,500.00	243.6%	92,198.11	80,000.00	115.2%	95,000.00
65200 · Fluids Expense	940.45	1,166.65	80.6%	12,822.22	13,333.32	96.2%	16,000.00
65300 · Tires Expense	1,996.91	625.00	319.5%	29,316.86	28,750.00	102.0%	30,000.00
65400 · Purchased Services	251.50	250.00	100.6%	9,681.60	8,200.00	118.1%	8,700.00
65500 · Vehicle Computer/Diagnostic	0.00	166.66	0.0%	1,898.09	1,666.68	113.9%	2,000.00
<b>Total 65000 · Vehicle Maintenance</b>	<b>21,455.56</b>	<b>9,708.31</b>	<b>221.0%</b>	<b>145,916.88</b>	<b>131,950.00</b>	<b>110.6%</b>	<b>151,700.00</b>
<b>69500 · Contingency Expense-Operations</b>	<b>4,166.67</b>	<b>4,166.66</b>	<b>100.0%</b>	<b>41,666.70</b>	<b>41,666.68</b>	<b>100.0%</b>	<b>50,000.00</b>
<b>Total Expense</b>	<b>236,527.71</b>	<b>187,158.29</b>	<b>126.4%</b>	<b>2,073,079.34</b>	<b>2,101,842.72</b>	<b>98.6%</b>	<b>2,443,868.00</b>
<b>Net Ordinary Income</b>	<b>-5,202.24</b>	<b>1,267.78</b>	<b>-410.3%</b>	<b>222,370.97</b>	<b>-34,126.86</b>	<b>-651.6%</b>	<b>0.00</b>
<b>Net Income</b>	<b>-5,202.24</b>	<b>1,267.78</b>	<b>-410.3%</b>	<b>222,370.97</b>	<b>-34,126.86</b>	<b>-651.6%</b>	<b>0.00</b>

10:04 AM

09/02/14

Accrual Basis

# MRTA - Operations Main

## Checks Issued

### As of July 31, 2014

Type	Date	Num	Name	Memo	Amount	Balance
<b>11100 - Mountain West Checking</b>						49,108.38
Bill Pmt -Check	07/01/2014	4197	Names and Numbers		-147.08	48,961.30
Bill Pmt -Check	07/01/2014	4198	Alexander Clark Printing	Cust #66170	-2,795.38	46,165.92
Bill Pmt -Check	07/01/2014	4199	American Funds	plan ID BRK100102	-250.00	45,915.92
Bill Pmt -Check	07/01/2014	4200	Certified Folder Display Service...		-68.00	45,847.92
Bill Pmt -Check	07/01/2014	4201	Ketchum Computers, Inc.		-287.50	45,560.42
Bill Pmt -Check	07/01/2014	4202	Kim MacPherson'	expense reimburse...	-349.73	45,210.69
Bill Pmt -Check	07/01/2014	4203	Luke's Family Pharmacy/Fisher...		-29.63	45,181.06
Bill Pmt -Check	07/01/2014	4204	Nicole Brown		-1,222.50	43,958.56
Bill Pmt -Check	07/01/2014	4205	Wendy Crosby	expense reimburse...	-15.00	43,943.56
Bill Pmt -Check	07/01/2014	4206	White Cloud Communications I...		-288.00	43,655.56
Liability Check	07/02/2014		QuickBooks Payroll Service	Created by Payroll ...	-30,330.21	13,325.35
Deposit	07/02/2014			Deposit	443.00	13,768.35
Deposit	07/02/2014			Deposit	159.91	13,928.26
Paycheck	07/03/2014	DD	Aguilar, Hortencia	Direct Deposit	0.00	13,928.26
Paycheck	07/03/2014	DD	Aguilar, Meliton	Direct Deposit	0.00	13,928.26
Paycheck	07/03/2014	4207	Anderson, Charles		-597.68	13,330.58
Paycheck	07/03/2014	DD	Conlago, Maira P.	Direct Deposit	0.00	13,330.58
Paycheck	07/03/2014	DD	Djasran JR, Johnny	Direct Deposit	0.00	13,330.58
Paycheck	07/03/2014	DD	Domke, Rodney F	Direct Deposit	0.00	13,330.58
Paycheck	07/03/2014	DD	Finch, James F	Direct Deposit	0.00	13,330.58
Paycheck	07/03/2014	DD	Gray, Stuart	Direct Deposit	0.00	13,330.58
Paycheck	07/03/2014	DD	Green, William E	Direct Deposit	0.00	13,330.58
Paycheck	07/03/2014	DD	Grubbs, Torrey E	Direct Deposit	0.00	13,330.58
Paycheck	07/03/2014	DD	Johnson, Mark F	Direct Deposit	0.00	13,330.58
Paycheck	07/03/2014	DD	Kelly, David W	Direct Deposit	0.00	13,330.58
Paycheck	07/03/2014	DD	Kirkpatrick, Wendy J	Direct Deposit	0.00	13,330.58
Paycheck	07/03/2014	DD	Knudsen, Michael W	Direct Deposit	0.00	13,330.58
Paycheck	07/03/2014	DD	Leon, Teofilo O	Direct Deposit	0.00	13,330.58
Paycheck	07/03/2014	DD	Miller, Jason M	Direct Deposit	0.00	13,330.58
Paycheck	07/03/2014	DD	Nestor, Robert A	Direct Deposit	0.00	13,330.58
Paycheck	07/03/2014	DD	Romero-Campos, Raul	Direct Deposit	0.00	13,330.58
Paycheck	07/03/2014	DD	Selisch, Kurt	Direct Deposit	0.00	13,330.58
Paycheck	07/03/2014	DD	Shroyer, Randall R	Direct Deposit	0.00	13,330.58
Paycheck	07/03/2014	DD	Sproule, William	Direct Deposit	0.00	13,330.58
Paycheck	07/03/2014	DD	Stavros, William A.	Direct Deposit	0.00	13,330.58
Paycheck	07/03/2014	DD	Tellez, Carlos	Direct Deposit	0.00	13,330.58
Paycheck	07/03/2014	DD	Thea, Karen J	Direct Deposit	0.00	13,330.58
Paycheck	07/03/2014	DD	Torres, April L	Direct Deposit	0.00	13,330.58
Paycheck	07/03/2014	DD	Uberuaga, Richard S	Direct Deposit	0.00	13,330.58
Paycheck	07/03/2014	DD	Vasquez, Pamela	Direct Deposit	0.00	13,330.58
Paycheck	07/03/2014	DD	Victorino, Jose L	Direct Deposit	0.00	13,330.58
Paycheck	07/03/2014	DD	Williams-Mehra, Colleen	Direct Deposit	0.00	13,330.58
Paycheck	07/03/2014	DD	MacPherson, Kim	Direct Deposit	0.00	13,330.58
Liability Check	07/03/2014	4193	Blaine County Collectors	April Torres	-100.00	13,230.58
Liability Check	07/03/2014	4194	Blaine County Sheriff's Office	#CV-2014-56 Torres	-229.87	13,000.71
Liability Check	07/03/2014	4195	Idaho Child Support Receipting	326231	-244.60	12,756.11
Liability Check	07/03/2014	4196	National Benefit Services, LLC	Mountain Rides FSA	-386.14	12,369.97
Deposit	07/03/2014			Deposit	25,000.00	37,369.97

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Accrual Basis

# MRTA - Operations Main

## Checks Issued

### As of July 31, 2014

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	07/03/2014			Deposit	1,034.90	38,404.87
Liability Check	07/07/2014	E-pay	United States Treasury	82-0382250 QB Tra...	-9,747.62	28,657.25
Bill Pmt -Check	07/07/2014	4208	Copy & Print		-187.48	28,469.77
Bill Pmt -Check	07/07/2014	4209	Glass Masters, Inc.		-31.80	28,437.97
Bill Pmt -Check	07/07/2014	4210	Alsco		-227.97	28,210.00
Bill Pmt -Check	07/07/2014	4211	Freightliner of Idaho		-521.88	27,688.12
Bill Pmt -Check	07/07/2014	4212	AC Houston Lumber Company	16203-1	-95.57	27,592.55
Bill Pmt -Check	07/07/2014	4213	Davis Embroidery		-273.68	27,318.87
Bill Pmt -Check	07/07/2014	4214	Zee Medical Inc.		-91.05	27,227.82
Bill Pmt -Check	07/07/2014	4215	Gillig LLC	36869600	-924.07	26,303.75
Bill Pmt -Check	07/07/2014	4216	Allstar Property Services, Inc.		-182.00	26,121.75
Deposit	07/07/2014			Deposit	506.75	26,628.50
Deposit	07/08/2014			Deposit	210.00	26,838.50
Deposit	07/09/2014			VOID: Deposit	0.00	26,838.50
Bill Pmt -Check	07/09/2014	4217	Rush Truck Centers		-826.44	26,012.06
Deposit	07/09/2014			Deposit	960.50	26,972.56
Bill Pmt -Check	07/10/2014	4218	Chateau Drug & True Value Ha...		-6.16	26,966.40
Bill Pmt -Check	07/10/2014	4219	L.L. Green's Hardware		-24.32	26,942.08
Bill Pmt -Check	07/10/2014	4220	United Oil		-732.05	26,210.03
Bill Pmt -Check	07/10/2014	4221	Les Schwab	117-00888	-320.54	25,889.49
Bill Pmt -Check	07/10/2014	4222	River Run Auto Parts, Inc.		-4.60	25,884.89
Bill Pmt -Check	07/10/2014	4223	NAPA Auto Parts		-904.27	24,980.62
Deposit	07/10/2014			Deposit	462.15	25,442.77
Deposit	07/10/2014			Deposit	75.00	25,517.77
Deposit	07/11/2014			Deposit	59,757.58	85,275.35
Bill Pmt -Check	07/11/2014	4224	Cummins Rocky Mountain LLC		-263.17	85,012.18
Deposit	07/14/2014			Deposit	48.25	85,060.43
Liability Check	07/14/2014	TAP	Idaho State Tax Commission	000186434	-2,993.00	82,067.43
Check	07/15/2014	ACH	Contingency Fund	monthly transfer- Ju...	-4,166.67	77,900.76
Deposit	07/15/2014			Deposit	29,561.11	107,461.87
Bill Pmt -Check	07/15/2014	4225	Six Roblees' Inc formerly Valle...	64830	-1,159.07	106,302.80
Bill Pmt -Check	07/15/2014	4226	Associated Petroleum Products...		-10,845.06	95,457.74
Bill Pmt -Check	07/15/2014	4227	Business As Usual		-29.73	95,428.01
Bill Pmt -Check	07/15/2014	4228	City of Ketchum		-745.01	94,683.00
Bill Pmt -Check	07/15/2014	4229	Clear Creek Disposal	1327	-77.53	94,605.47
Bill Pmt -Check	07/15/2014	4230	Express Publishing Inc.		-1,248.79	93,356.68
Bill Pmt -Check	07/15/2014	4231	GEM State Paper & Supply Co.	#105020	-18.52	93,338.16
Bill Pmt -Check	07/15/2014	4232	Greyhound Design		-116.67	93,221.49
Bill Pmt -Check	07/15/2014	4233	Ketchum Computers, Inc.		-57.50	93,163.99
Bill Pmt -Check	07/15/2014	4234	Minert & Associates, Inc.		-90.00	93,073.99
Bill Pmt -Check	07/15/2014	4235	Names and Numbers		-147.08	92,926.91
Bill Pmt -Check	07/15/2014	4236	National Benefit Services, LLC		-2,046.87	90,880.04
Bill Pmt -Check	07/15/2014	4237	Windy City Arts Inc.		-3,086.00	87,794.04
Bill Pmt -Check	07/15/2014	4238	Wells Fargo		-1,459.41	86,334.63
Bill Pmt -Check	07/15/2014	4239	Window Welder Inc.		-448.19	85,886.44
Bill Pmt -Check	07/15/2014	ACH	Intermtn Gas Co #10630400-0...	#10630400-001-6	-18.70	85,867.74
Bill Pmt -Check	07/15/2014	ACH	Intermtn Gas Co #10630400-3...	#10630400-353-1	-3.65	85,864.09
Bill Pmt -Check	07/15/2014	4240	Schaeffer MFG. CO.	1140316	-1,039.50	84,824.59
Deposit	07/15/2014			Deposit	716.05	85,540.64



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Accrual Basis

# MRTA - Operations Main

## Checks Issued

### As of July 31, 2014

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	07/15/2014			Deposit	399.75	85,940.39
Liability Check	07/16/2014		QuickBooks Payroll Service	Adjusted for voided ...	-29,278.42	56,661.97
Liability Check	07/16/2014		QuickBooks Payroll Service	Created by Payroll ...	-1,164.78	55,497.19
Deposit	07/16/2014			Deposit	320.13	55,817.32
Deposit	07/16/2014			Deposit	660.20	56,477.52
Paycheck	07/17/2014	DD	Aguilar, Hortencia	Direct Deposit	0.00	56,477.52
Paycheck	07/17/2014	DD	Aguilar, Meliton	Direct Deposit	0.00	56,477.52
Paycheck	07/17/2014	4241	Anderson, Charles		-511.48	55,966.04
Paycheck	07/17/2014	DD	Conlago, Maira P.	Direct Deposit	0.00	55,966.04
Paycheck	07/17/2014	DD	Djasran JR, Johnny	Direct Deposit	0.00	55,966.04
Paycheck	07/17/2014	DD	Domke, Rodney F	Direct Deposit	0.00	55,966.04
Paycheck	07/17/2014	DD	Finch, James F	Direct Deposit	0.00	55,966.04
Paycheck	07/17/2014	DD	Gray, Stuart	Direct Deposit	0.00	55,966.04
Paycheck	07/17/2014	DD	Green, William E	Direct Deposit	0.00	55,966.04
Paycheck	07/17/2014	DD	Grubbs, Torrey E	Direct Deposit	0.00	55,966.04
Paycheck	07/17/2014	DD	Johnson, Mark F	Direct Deposit	0.00	55,966.04
Paycheck	07/17/2014	DD	Kelly, David W	Direct Deposit	0.00	55,966.04
Paycheck	07/17/2014	DD	Kirkpatrick, Wendy J	Direct Deposit	0.00	55,966.04
Paycheck	07/17/2014	DD	Knudsen, Michael W	Direct Deposit	0.00	55,966.04
Paycheck	07/17/2014	DD	Leon, Teofilo O	Direct Deposit	0.00	55,966.04
Paycheck	07/17/2014	DD	MacPherson, Kim	Direct Deposit	0.00	55,966.04
Paycheck	07/17/2014	DD	Miller, Jason M	Direct Deposit	0.00	55,966.04
Paycheck	07/17/2014	DD	Nestor, Robert A	Direct Deposit	0.00	55,966.04
Paycheck	07/17/2014	DD	Romero-Campos, Raul	Direct Deposit	0.00	55,966.04
Paycheck	07/17/2014	DD	Selisch, Kurt	Direct Deposit	0.00	55,966.04
Paycheck	07/17/2014	DD	Shroyer, Randall R	Direct Deposit	0.00	55,966.04
Paycheck	07/17/2014	DD	Sproule, William	Direct Deposit	0.00	55,966.04
Paycheck	07/17/2014	DD	Stavros, William A.	Direct Deposit	0.00	55,966.04
Paycheck	07/17/2014	DD	Tellez, Carlos	Direct Deposit	0.00	55,966.04
Paycheck	07/17/2014	DD	Torres, April L	Direct Deposit	0.00	55,966.04
Paycheck	07/17/2014	DD	Uberuaga, Richard S	Direct Deposit	0.00	55,966.04
Paycheck	07/17/2014	DD	Vasquez, Pamela	Direct Deposit	0.00	55,966.04
Paycheck	07/17/2014	DD	Victorino, Jose L	Direct Deposit	0.00	55,966.04
Paycheck	07/17/2014	DD	Williams-Mehra, Colleen	VOID: Direct Deposi...	0.00	55,966.04
Liability Check	07/17/2014	4242	Blaine County Collectors	April Torres	-100.00	55,866.04
Liability Check	07/17/2014	4243	Blaine County Sheriff's Office	#CV-2014-56 Torres	-219.30	55,646.74
Liability Check	07/17/2014	4244	Idaho Child Support Receipting	326231	-244.60	55,402.14
Liability Check	07/17/2014	4245	National Benefit Services, LLC	VOID: Mountain Rid...	0.00	55,402.14
Paycheck	07/17/2014	DD	Williams-Mehra, Colleen	Direct Deposit	0.00	55,402.14
Liability Check	07/17/2014	4246	National Benefit Services, LLC	Mountain Rides FSA	-386.14	55,016.00
Deposit	07/17/2014			Deposit	48.25	55,064.25
Liability Check	07/18/2014	E-pay	United States Treasury	82-0382250 QB Tra...	-9,807.46	45,256.79
Liability Check	07/18/2014	E-pay	United States Treasury	82-0382250 QB Tra...	-10.30	45,246.49
Bill Pmt -Check	07/18/2014	4247	Access Idaho		-225.00	45,021.49
Bill Pmt -Check	07/18/2014	4248	IRS	Tax ID#: 82-038225...	-38.00	44,983.49
Bill Pmt -Check	07/18/2014	4249	Rich Broadcasting - KSKI FM/K...		-300.00	44,683.49
Bill Pmt -Check	07/18/2014	4250	Atkinsons' Grocery		-63.27	44,620.22
Deposit	07/18/2014			Deposit	13,205.49	57,825.71
Deposit	07/18/2014			Deposit	465.00	58,290.71

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Accrual Basis

# MRTA - Operations Main

## Checks Issued

### As of July 31, 2014

Type	Date	Num	Name	Memo	Amount	Balance
Check	07/21/2014	4251	Twin Falls County Civil Clerk		-2.00	58,288.71
Check	07/21/2014	4252	Twin Falls Sheriff's Office	Case # CV-2014--0...	-40.00	58,248.71
Bill Pmt -Check	07/21/2014	4253	Debra Gelet		-87.50	58,161.21
Bill Pmt -Check	07/21/2014	ACH	Capital Equipment Fund'		-53.28	58,107.93
Liability Check	07/22/2014	4254	Idaho Department of Labor	0001211374	-4,274.85	53,833.08
Deposit	07/22/2014			Deposit	308.00	54,141.08
Deposit	07/22/2014			Deposit	500.50	54,641.58
Deposit	07/23/2014			Deposit	933.20	55,574.78
Bill Pmt -Check	07/24/2014	ACH	Verizon Wireless	942013229	-240.32	55,334.46
Bill Pmt -Check	07/24/2014	ACH	City of Hailey	40205001	-65.68	55,268.78
Bill Pmt -Check	07/24/2014	4255	Associated Petroleum Products...		-14,016.11	41,252.67
Bill Pmt -Check	07/24/2014	4256	Blaine County Recreation District		-500.00	40,752.67
Bill Pmt -Check	07/24/2014	4257	Certified Folder Display Service...	14-0086946	-68.00	40,684.67
Bill Pmt -Check	07/24/2014	ACH	Cox Communications	001-2401-205184001	-33.78	40,650.89
Bill Pmt -Check	07/24/2014	4258	Fire Services of Idaho		-96.10	40,554.79
Bill Pmt -Check	07/24/2014	4259	Gem State Welders Supply Inc.		-61.88	40,492.91
Bill Pmt -Check	07/24/2014	ACH	Idaho Power Acct.#2204640144		-43.24	40,449.67
Bill Pmt -Check	07/24/2014	4260	Jim Finch	expense reimburse...	-45.00	40,404.67
Bill Pmt -Check	07/24/2014	4261	Ketchum Computers, Inc.		-115.00	40,289.67
Bill Pmt -Check	07/24/2014	4262	Lawson Products, Inc.		-231.66	40,058.01
Bill Pmt -Check	07/24/2014	4263	Superior Door Co.		-150.00	39,908.01
Bill Pmt -Check	07/24/2014	4264	ULINE	customer #8077959	-131.60	39,776.41
Bill Pmt -Check	07/24/2014	4265	White Cloud Communications I...		-288.00	39,488.41
Bill Pmt -Check	07/24/2014	ACH	Idaho Power Acc#2204788885		-321.58	39,166.83
Deposit	07/24/2014			Deposit	488.05	39,654.88
Deposit	07/25/2014			Deposit	2,212.08	41,866.96
Bill Pmt -Check	07/25/2014	ACH	CenturyLink 208-726-7140 623B	208-726-1690 623B	-111.84	41,755.12
Bill Pmt -Check	07/25/2014	4270	Jason Miller	expense reimburse...	-524.11	41,231.01
Bill Pmt -Check	07/25/2014	4271	Kim MacPherson'	expense reimburse...	-15.00	41,216.01
Bill Pmt -Check	07/25/2014	4272	Nicole Brown		-918.00	40,298.01
Bill Pmt -Check	07/25/2014	4273	Virginia Rhinehart	Monthly Rent	-1,925.00	38,373.01
Deposit	07/28/2014			Deposit	119.85	38,492.86
Deposit	07/28/2014			Deposit	640.30	39,133.16
Deposit	07/29/2014			Deposit	50,000.00	89,133.16
Deposit	07/29/2014			Deposit	6,979.00	96,112.16
Deposit	07/29/2014			Deposit	673.60	96,785.76
Liability Check	07/30/2014		QuickBooks Payroll Service	Created by Payroll ...	-29,952.38	66,833.38
Deposit	07/30/2014			Deposit	464.80	67,298.18
Deposit	07/30/2014			Deposit	34,662.99	101,961.17
Paycheck	07/31/2014	DD	Aguilar, Hortencia	Direct Deposit	0.00	101,961.17
Paycheck	07/31/2014	DD	Aguilar, Meliton	Direct Deposit	0.00	101,961.17
Paycheck	07/31/2014	4275	Anderson, Charles		-517.63	101,443.54
Paycheck	07/31/2014	DD	Conlago, Maira P.	Direct Deposit	0.00	101,443.54
Paycheck	07/31/2014	DD	Djasran JR, Johnny	Direct Deposit	0.00	101,443.54
Paycheck	07/31/2014	DD	Domke, Rodney F	Direct Deposit	0.00	101,443.54
Paycheck	07/31/2014	DD	Finch, James F	Direct Deposit	0.00	101,443.54
Paycheck	07/31/2014	DD	Gray, Stuart	Direct Deposit	0.00	101,443.54
Paycheck	07/31/2014	DD	Green, William E	Direct Deposit	0.00	101,443.54
Paycheck	07/31/2014	DD	Grubbs, Torrey E	Direct Deposit	0.00	101,443.54

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09/02/14

Accrual Basis

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

Type	Date	Num	Name	Memo	Amount	Balance
Paycheck	07/31/2014	DD	Johnson, Mark F	Direct Deposit	0.00	101,443.54
Paycheck	07/31/2014	DD	Kelly, David W	Direct Deposit	0.00	101,443.54
Paycheck	07/31/2014	DD	Kirkpatrick, Wendy J	Direct Deposit	0.00	101,443.54
Paycheck	07/31/2014	DD	Knudsen, Michael W	Direct Deposit	0.00	101,443.54
Paycheck	07/31/2014	DD	Leon, Teofilo O	Direct Deposit	0.00	101,443.54
Paycheck	07/31/2014	DD	MacPherson, Kim	Direct Deposit	0.00	101,443.54
Paycheck	07/31/2014	DD	Miller, Jason M	Direct Deposit	0.00	101,443.54
Paycheck	07/31/2014	DD	Nestor, Robert A	Direct Deposit	0.00	101,443.54
Paycheck	07/31/2014	DD	Romero-Campos, Raul	Direct Deposit	0.00	101,443.54
Paycheck	07/31/2014	DD	Selisch, Kurt	Direct Deposit	0.00	101,443.54
Paycheck	07/31/2014	DD	Shroyer, Randall R	Direct Deposit	0.00	101,443.54
Paycheck	07/31/2014	DD	Sproule, William	Direct Deposit	0.00	101,443.54
Paycheck	07/31/2014	DD	Tellez, Carlos	Direct Deposit	0.00	101,443.54
Paycheck	07/31/2014	DD	Thea, Karen J	Direct Deposit	0.00	101,443.54
Paycheck	07/31/2014	DD	Torres, April L	Direct Deposit	0.00	101,443.54
Paycheck	07/31/2014	DD	Uberuaga, Richard S	Direct Deposit	0.00	101,443.54
Paycheck	07/31/2014	DD	Vasquez, Pamela	Direct Deposit	0.00	101,443.54
Paycheck	07/31/2014	DD	Victorino, Jose L	Direct Deposit	0.00	101,443.54
Paycheck	07/31/2014	DD	Williams-Mehra, Colleen	Direct Deposit	0.00	101,443.54
Liability Check	07/31/2014	4266	Blaine County Collectors	April Torres	-100.00	101,343.54
Liability Check	07/31/2014	4267	Blaine County Sheriff's Office	#CV-2014-56 Torres	-240.17	101,103.37
Liability Check	07/31/2014	4268	Idaho Child Support Receipting	326231	-244.60	100,858.77
Liability Check	07/31/2014	4269	National Benefit Services, LLC	Mountain Rides FSA	-386.14	100,472.63
Liability Check	07/31/2014	ACH	Aflac	DQR88	-630.54	99,842.09
Liability Check	07/31/2014	4274	Blue Cross of Idaho	10034150-R001	-13,980.64	85,861.45
Deposit	07/31/2014			Deposit	556.10	86,417.55
Deposit	07/31/2014			Deposit	60.00	86,477.55
Deposit	07/31/2014			Interest	2.80	86,480.35
Total 11100 · Mountain West Checking					37,371.97	86,480.35
<b>TOTAL</b>					<b>37,371.97</b>	<b>86,480.35</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)



Signed



Title

9/17/2014

Date