

# Mountain Rides Transportation Authority

## Regular Board Meeting Agenda

12:30 Wednesday, May 21, 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.2-29)      | Approve RFQ0514-01 Request for Qualifications for South Valley facility design, engineering services and project management |
| b. Action item: (p.30-32)     | Approve Executive Director Authority policy and updated FY2014 Pay Scale  |
| c. Action item: (p.33-42)     | Approve easement for bus shelter on Elephant's Perch property   |
| d. Action item: (p.43-44)     | Approve Summer/Fall 2014 Valley Route fares and pass prices   |
| e. Discussion item: (p.45-48) | Discuss outline of Ketchum Transportation Hub operations, ownership and maintenance responsibilities                        |
| f. Discussion item: (p.49-50) | Update on Mountain Rides' FY2015 budget development   |

#### 5. Committee Reports

- a. Planning and Marketing Committee report from Chair Steve Wolper (p.51)
  - i. Committee members approve minutes for May
- b. Finance and Performance Committee report from Mark Gilbert (p.52)
  - i. Committee members approve minutes for May

#### 6. Staff reports

- a. Dashboard performance reports for March 2014 (p.53-56)
- b. Operations report (p.57)
- c. Maintenance report (p.58)
- d. Marketing and Outreach report (p.59)
- e. Bike-Ped report (p.60)
- f. Business Manager report (p.61)
- g. Executive Director report (p.62)

#### 7. Consent Calendar items (p.63-71)

- |                              |   |
|------------------------------|---|
| a. Approve minutes           | April regular board meeting and May special meeting |
| b. Receive & File financials | March 2014  |

#### 8. Adjournment

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

# Mountain Rides Agenda Item Summary

<u>Date:</u>	<input type="text" value="05/21/2014"/>		
<u>From:</u>	<input type="text" value="Jason Miller"/>		
<u>Subject:</u>	<input type="text" value="Item 4a - RFQ0514-01 Request for Qualifications for South Valley facility design, engineering services and project management"/>		
<u>Committee Review:</u>	<input type="radio"/> yes <input checked="" type="radio"/> no	<u>Committee Purview:</u>	<input type="text" value="Planning &amp; Marketing"/>
<u>Previously discussed at board level:</u>	<input checked="" type="radio"/> yes <input type="radio"/> no		
<u>Proposed Action:</u>	<input type="text" value="Approve"/>		
<u>Fiscal Impact:</u>	<input type="text" value="None at this point. Cost to be negotiated after firm is chosen. Budget included for this project in FY2014 budget."/>		
<u>Related Policy or Procedural Impact:</u>	<input type="text" value="Capital Improvement Plan"/>		
<u>Background:</u>	<div><p>The Bellevue Planning and Zoning Commission has approved the first part of a two part conditional use permit. P and Z approved the uses subject to seeing the design with elevations and landscaping so that they can evaluate the park and ride and bulk fuel tank. In order to get back in front of P and Z in the next few months for the approval of the design, we need to move forward with a design-bid-build process (1st we pick a firm for design/eng and then they prepare the bid docs that are then bid to contractors).</p><p>The attached RFQ document is based largely on a document that Pocatello Regional Transit used to select design/eng services for a transit maintenance facility. It is also based on the RFQ that Mountain Rides used to pick a firm for the Ketchum hub.</p></div>		



# Mountain Rides Transportation Authority

Request for Qualifications

RFQ0514-01

South Valley Transit Facility, Bellevue, ID

Design, Engineering Services and Project Management

May 2014

## **PUBLIC NOTICE**

### **REQUEST FOR QUALIFICATIONS**

**RFQ0514-01**

### **DESIGN, ENGINEERING SERVICES and PROJECT MANAGEMENT**

**For**

**Mountain Rides South Valley Transit Facility**

**Bellevue, Idaho**

Mountain Rides Transportation Authority (MR), Ketchum, Idaho, is seeking the services of a firm, partnership, joint venture or team to provide design, engineering services and project management for a new transit facility. Services shall include a topographic survey, civil engineering and storm drainage design, site planning, utilities, architectural and related engineering services including design development, preparation of construction drawings, specifications and bid documents, and project management services. The proposed facility should be designed to be environmentally sustainable and/or LEED certified.

All questions or clarifications concerning this RFQ must be submitted no later than Friday, June 6, 2014 at 5:00pm. Address all written questions or clarification requests to: Jason Miller, by email to [jason@mountainrides.org](mailto:jason@mountainrides.org). MR will respond to questions and clarification requests requiring an addendum via a Final Addenda issued to all known RFQ holders via email on Tuesday, June 10, 2014.

Responses to this RFQ must be submitted no later than 2:00 p.m., local time, Friday, June 13, 2014.

The firm selected for this RFQ will be the firm who, in the sole opinion of MR, is best qualified to perform the work. Within FTA and State contracting rules, MR reserves the right to accept or reject any or all proposals, to waive informalities, to negotiate changes in the scope of work or services to be provided and to otherwise waive any technicalities in the best interest of the MR.

**Mountain Rides Transportation Authority**

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**Jason Miller, Executive Director**

**Publish:** May 28 and June 4, 2014

# **DESIGN, ENGINEERING SERVICES, and PROJECT MANAGEMENT**

## **I. INTRODUCTION AND BACKGROUND**

Mountain Rides (MR) is seeking the services of a firm, partnership, joint venture or team for the design, engineering and project management for the construction of a bus maintenance and storage facility in Bellevue, Idaho. Services shall include a topographic survey, civil engineering and storm drainage design, site planning, utilities, architectural and related engineering services including design development, preparation of construction drawings, specifications and bid documents, and project management services. The proposed facility should be designed to be environmentally sustainable and/or LEED certified, and must be consistent with the approved NEPA documents.

This project has been developed as part of a long term planning process that has long been a part of the MR Capital Improvement Plan. MR has selected two adjoining lots at 16 Gannett Rd. and 121 Clover Street in the City of Bellevue, as shown in Attachment 1, that total approximately 22,000 square feet. MR has purchased these two lots from Blaine County for the purpose of developing this bus maintenance and storage facility.

MR has a facility in Ketchum that supports its services in Ketchum and Sun Valley, but it doesn't have a facility to properly support its Valley and Hailey Routes that start in Hailey and Bellevue. Currently, MR rents a small storage facility in the south Woodside industrial area that is too small for the 4-6 vehicles that need to start in Hailey or Bellevue. This facility is a very basic two bay storage building with no real office and no floor drains, which means winter is messy and bus washing is impossible at this location. There is no staff at this location and drivers who start Valley Route runs or the Hailey Route must do mechanical support including filling fluids and maneuvering vehicles in a tight space (tasks that are handled by mechanics at the Ketchum facility). It is poorly insulated and is located in an area where we have experienced vandalism and is not well lit or well-travelled at night. The rented facility also doesn't have any capabilities for regular maintenance of vehicles.

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

## **II. PROJECT DESCRIPTION**

MR seeks to build a 5,000-6,000 sq. ft. facility for the maintenance and housing of buses for its Valley Route that connects travelers between the Bellevue and Hailey areas and the Ketchum and Sun Valley areas and for its Hailey Route that operates within the MR of Hailey. The facility will have three pull through bays: a bus storage bay, a maintenance bay with a heavy duty vehicle hoist lift, and a storage bay to allow for bus washing, either hand washing or with a small walk around automated machine. There will also be a parts room, a room for rebuilding parts, bathrooms, a small office and passenger information area. Additionally, MR wants to pursue the potential of having onsite fueling with at least

2,000 gallons of diesel and 1,000 gallons of unleaded fuel. MR also wants to allow for the future possibility of building an accessory dwelling unit apartment on a portion of a second floor of this facility (this is unfunded at this point and is not part of this project but should be planned for).

Since this facility will be at the end of the route, there has been a bus stop in this area. MR hopes to improve this bus stop by providing better passenger accommodations and some park and ride (10 spots beyond the 9 spots for MR employees) for customers who may want to drive to this site and take the bus. This would be short term parking with no overnight parking. Buses would be stored inside and would not be outside of the building for extended periods of time.

Site improvements are to include storm drainage and run-off system, snow storage, landscaping and screening, heavy-duty paving, and streetscape improvements. All improvements must comply with all applicable MR and/or County codes including soil erosion and sedimentation control, storm drainage, tree protection and similar requirements.

### **III. SCOPE OF SERVICES**

MR has secured a total of \$950,000 in funding for this project that includes:

- \$800,000 from the Federal Transportation Authority
- \$150,000 from the MR capital fund
- This funding is estimated to be used 85-90% for construction and 10-15% for design, engineering, project management.

The professional services sought in this request include comprehensive design of all project elements to the 100% level of design, including field surveys, design development (fully describing project scope, design, materials, details constituting 60% of full design services and preliminary cost estimates), necessary interior design, the preparation of contract documents (including plans, specifications and bid documents for construction), and detailed cost estimates of the work.

Upon completion of a conceptual design, the consultant will prepare and present to MR a risk assessment and cost estimate of sufficient detail to allow MR to determine the feasibility of accomplishing the project within reasonable risk parameters and existing financial limitations. Care is to be exercised to ensure the cost of construction does not exceed the budget. All associated costs must be met from within the budget, including equipment, furnishings, fees and all permit related expenses. The consultant will prepare design drawings and specification submissions at the 60 percent, 90 percent, and 100 percent complete stages of design for review by appropriate MR staff.

Respondents to this RFQ must address the following task list in their responses:

#### **Phase I – Site Analysis and Conceptual Design**

- a. Lead an integrated design charrette to establish project goals and approach (Idaho Integrate Design Lab has agreed to provide support for this effort).
- b. Conduct detailed field survey work to establish boundary lines and accurate locations of all existing utilities and any other appurtenances within the project area.

- c. Prepare a programming and site analysis to include a written program, diagrams, and graphic presentations containing design objectives, geotechnical reconnaissance, space requirements, space relationships, flexibility and expandability, site and landscaping requirements.
- d. Prepare schematic design including site plan, floor plans and elevations adequate to describe major project elements, interior design, signing, lighting, preliminary grading, utilities, etc.
- e. Prepare initial construction cost estimate of all elements of the work.
- f. Consult with MR staff at Site Plan Review meetings.
- g. Review by the Executive Director, Building Official, Planning and Development Services staff, Fire Department staff, and other parties as necessary and approval by MR Board.

## **Phase II – Design Development**

- a. Prepare design development documents, including description of all design work, interior design, grading and planting plans, storm drainage, utilities and other necessary civil engineering work, etc., in support of the environmental clearance documents.
- b. Perform technical studies, develop engineering criteria, and conduct VE and risk assessment.
- c. Prepare a revised detailed cost estimate of all elements of the work.
- d. Provide evidence of project's compliance with all relevant local, state and federal codes and regulations.
- e. Consult with MR staff at Site Plan Review meetings.
- f. Plan on necessary review stages and alterations.
- g. Develop a building commissioning approach.

## **Phase III – Construction Documents**

- a. Prepare construction documents, including plans, specifications, general and supplemental conditions, and bid documents, adequate to let a guaranteed maximum price contract, physical improvements, interior design, furniture fixtures and equipment, detailed paving plans, soil erosion control and storm drainage as necessary, lighting, utilities and other necessary civil engineering, architectural, mechanical, electrical, plumbing and interior work, etc.
- b. Develop and apply internal QA/QC criteria for the review of deliverables.
- c. Prepare a revised detailed cost estimate of all elements of the work.
- d. Consultant shall be responsible for obtaining all required approvals and permits.

## **Phase IV – Bid Assistance**

- a. At MR's option, develop and implement a "pre-qualification" process for bidders.
- b. Make available a complete set of contract documents marked "Approved for Construction." Provide sets of final plans and specifications marked "Approved for Construction." Cost of plans and specifications will be borne by bidders.
- c. Attend pre-bid meeting with contractors to discuss the project.
- d. Respond to bidder requests for information (RFIs) and issue addenda.
- e. Attend bid opening.
- f. Tabulate and evaluate bids and review to determine if bids are complete and responsive.
- g. Recommend award to MR Board.

## **Phase V – Construction Management**

- a. Prepare contract documents and deliver to contractor for execution, prepare Notice to Proceed and conduct the pre-construction conference and progress meetings throughout construction.
- b. Consult with MR regarding construction progress and quality.
- c. Provide construction field services including resident project Engineering, preparation of periodic construction reports, construction staking and materials testing.
- d. Review and recommend to MR contractor requests for payment. Submit recommended requests to the MR for approval.
- e. Conduct substantial and final completion inspections with MR and Contractor.
- f. Submit record drawings and construction reports, both hard copy and electronic, to MR upon completion of the construction project.

## **IV. MINIMUM TEAM QUALIFICATIONS:**

1. Understanding of the needs and operations of vehicle maintenance facilities.
2. Architectural design and related services experience of at least 5 years.
3. Demonstrated experience with commercial and/or public buildings that have maintenance and storage aspects, as well as facilities that include pedestrian facilities, streetscape improvements and energy efficiency measures.
4. Holding appropriate licenses, education and/or certifications to accomplish the tasks to be performed.
5. Experience with the design of LEED-certified and/or other sustainable design buildings.
6. References for three similar assignments within the past five years.
7. Firms shall carry a minimum of two million dollars (\$2,000,000) professional liability policy to protect the City in case of negligent errors, acts or/and omissions of the firm.
8. Firms shall be completely independent of any manufacturer or supplier of the types of material and/or equipment that may be required for the project.
9. Ability to meet the project schedule, especially August 2014 meeting of the Bellevue City Council to approve the conceptual design.

## **ADDITIONAL PREFERRED QUALIFICATIONS:**

1. Possess skills and experience with Federal Transit Administration rules, regulations and construction requirements.
2. Experience developing buildings that operate with the lowest cost of ownership over the building's life cycle by using highly efficient construction methods and energy systems.
3. Experience utilizing leading edge technology to develop building systems (e.g., efficient lights and controls, advanced building systems).
4. Ability and the willingness to work with a variety of public and private stakeholders.
5. In-depth knowledge and experience developing transit facilities such as maintenance shops, stations, depots, bus stops, or multi-modal centers.
6. Skills to articulate key project concepts.
7. Possess good communication skills.
8. Ability to remain flexible and respond to changes in schedules and timelines.



**SERVICES REQUIRED AFTER SELECTION:**

- The selected firm's representatives may be required to attend a minimum of one public meeting (Bellevue Planning and Zoning Commission meeting to approve the Conditional Use Permit), and additional two meetings of MR board.
- The selected firm's representatives will be required to meet with MR management team to discuss and plan the project(s), and provide progress reports on a bi-monthly basis.

**V. SUBMITTAL SCHEDULE AND SUBMITTAL INFORMATION****PRELIMINARY SCHEDULE**

<b>Milestone</b>	<b>Scheduled Date</b>
RFQ Issued	May 21, 2014
RFQ Public Notice period	May 21, 2014 – June 4, 2014
RFQ Questions or Clarifications due	June 6, 2014 5:00 PM
Response to RFQ Questions or Clarifications sent	June 10, 2014 5:00 PM
RFQ Submittal Deadline	June 13, 2014 2:00 PM
Finalist Interviews	June 16-20, 2014
Final Selection	June 25, 2014
Scope and Budget Development/Contract-Price Negotiations	June 25-July 2, 2014
Contract Reviewed and Approved by MR Board	July 16, 2014
Presentation to Bellevue City Council for CUP approval	August 2014 (date TBD)
Goal for issuance of construction bid	November 2014
Goal for start of project construction	April 2015

MR reserves the right to modify the schedule as circumstances may warrant.

**SUBMITTAL QUANTITIES, DUE DATE, TIME, LOCATION:**

Submit one original unbound copy and four comb-bound copies of the Request for Qualifications (RFQ) via mail, courier or hand delivery. Also, provide submittal via email in PDF or Microsoft Word format. Responses are due in the office of MR no later than 2:00 PM on Friday, June 13, 2014. Responses are to be marked "Mountain Rides South Valley Facility". Responses submitted by other means will not be accepted. Responses submitted after the deadline date and time will not be accepted.

Submittal address:

Jason Miller, Executive Director  
Mountain Rides  
PO Box 3091  
Ketchum, ID 83340  
[jason@mountainrides.org](mailto:jason@mountainrides.org)

## **SERVICE PROVIDER COMMUNICATIONS WITH MOUNTAIN RIDES:**

Any questions regarding the RFQ and submittal process and/or the technical aspects of the project may be made via email to Jason Miller at [Jason@mountainrides.org](mailto:Jason@mountainrides.org) . Only email communications will be accepted. All responses will be provided via email and including as an addendum to all known RFQ holders. Questions and responses will be shared with all firms that provide an email address to the Project Manager.

The RFQ for the South Valley Facility is available for review on the MR's website at [www.mountainrides.org](http://www.mountainrides.org) , or at the Office of the Mountain Rides 800 1<sup>st</sup> Ave N, Ketchum, ID 83340, during regular business hours.

## **VI. SUBMITTAL FORMAT AND REQUIREMENTS**

The Submittal shall include the qualifications requested below, but shall be limited to twenty five (25) pages in length, not including appendices. Information should be complete and demonstrate that the Service Provider can perform professional work. You are welcome to provide any other information deemed appropriate for this project.

### **Introduction:**

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

### **Personnel and Qualifications:**

- Identify individuals and list qualifications of key personnel who would be assigned to this project. Detail experience in work related to the proposed assignment. Specify the Project Manager who will serve as a contact person.
- Firms responding to this RFQ must have been engaged in Architectural Design and Related Services for at least five years and be licensed to practice in their appropriate field in the State of Idaho. Please show proof of insurance for professional liability.
- Show an organizational chart for the project.
- The submittal should include the firm's last annual report or financial statement that will demonstrate its financial stability and ability to undertake this project.
- Describe how your firm meets the minimum and preferred qualifications under Section IV of this RFQ.

### **Methodology**

Explain the methodology you propose to successfully perform the services outlined in Section III and the different Phases of the project.

**Experience and Client References:**

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

**Project Plan and Timeline:**

Provide a description of the project plan and timeline from the initial planning stages to the completed design. Show key milestones and dates. One key item is an early approval from city of Bellevue on the basic elevations and site plan with landscaping and location of park and ride and bulk fuel tank (see Attachment 2)

**Lead:**

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

**Signed agreement to applicable Federal Transit Administration 3<sup>rd</sup> Party Clauses:**

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

**Appendix:**

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

**VII. EVALUATION PROCESS****Review Process:**

MR will rate RFQs using a team of staff, board members and others deemed qualified to review the submittals. The review team will recommend finalists for interviews and those finalists will be notified as outlined in Section V herein.

**Evaluation Criteria:**

RFQs will be ranked based upon the merits of the written qualifications and experience of the firm or consultant team, as well as interviews. Each reviewer will award a score based on a 100 point total as follows:

1. Capability to Perform Project
  - a. Firm's history, areas of expertise, location of office that will manage project, length of time in business, firm's legal structure, ownership and commitment to provide necessary resources to perform and complete project. (25 points)
2. Familiarity with Project and Relevant Experience
  - a. Familiarity with FTA/FHWA rules, understanding of the project scope and deliverables, description of relevant projects executed by current firm members selected to work on project, and a list of local governments or similar clients (e.g., boards of education, community improvement districts, public authorities, etc.) for whom similar work has recently (within 5 years) been performed including name, organization, description of project and phone number of a person who can be contacted regarding the firm's performance. Experience with lowest possible cost of ownership and LEED construction. (30 points)
3. Qualifications and Roles of those Directly Involved
  - a. Background and qualifications, applicable experience, roles and responsibilities of the persons that will be assigned to the project including the project manager who will be responsible for the day to day management of all the work. (20 points)
4. Project Approach and Schedule
  - a. Tasks that must be accomplished to complete the project and how the consultant proposes to execute the tasks in a realistic and timely manner. (15 points)
5. Interview.
  - a. Selected firms may be invited to make brief presentations covering their relevant experience, their understanding of project requirements and their approach to completing the work before a selection committee consisting of City staff, although outside advisors may also be included on the selection committee. Selection of finalists to be interviewed will be based on evaluation of the proposals and may be limited to the top two or three firms. The City reserves the option to waive the interview process entirely in making their selection. (10 points)

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

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

## VIII. TERMS AND CONDITIONS

1. All facts and opinions stated within this RFQ and in all supporting documents and data are based on available information from a variety of sources. Additional information may be made available via written addenda throughout the process. No representation or warranty is made with respect thereto.
2. Responses shall remain valid for at least ninety (90) calendar days beginning the first working day after the submittal Closing Date.
3. Respondents to this RFQ shall be responsible for the accuracy of the information they provide to MR.
4. MR reserves the right to reject any and all submittals, to waive minor irregularities in any submittal, to issue additional RFQs, and to either substantially modify or terminate the project at any time prior to final execution of a contract.
5. MR shall not be responsible for any costs incurred by the respondent(s) in preparing, submitting or presenting its response to the RFQ or to the interview process.
6. Nothing contained herein shall require MR to enter into exclusive negotiations and MR reserves the right to amend, alter and revise its own criteria in the selection of a respondent without notice.
7. MR reserves the right to request clarification of information submitted and to request additional information from any respondent.
8. MR will not accept any submittal after the time and date specified on the RFQ.
9. The qualifications of each member of the team are important criteria in the selection process. The selected team will not be allowed to substitute any members without prior approval by MR. MR at its sole discretion, reserves the right to accept or reject proposed changes to the team. Team members may participate in multiple team submittals.
10. In the interest of a fair and equitable process, MR retains the sole responsibility to determine the timing, arrangement and method of submittal presentations throughout the selection process. Members of the team are cautioned not to undertake activities or actions to promote or advertise their qualifications or submittal except in the course of MR sponsored presentations.
11. If contract negotiations are not completed with the top ranked team, negotiations may proceed down the list of most qualified team or teams (if not successful with #1 ranked team, negotiate with the #2 ranked team. If not successful with #1 and #2 ranked team, go to #3, and so on) until a successful contract is negotiated.
12. Upon selection of a qualified team through the RFQ process, MR shall enter into a contract for services (based on a negotiated scope of services and budget) with the selected team on terms and conditions acceptable to MR. Until execution of a contract, MR reserves the right to cease negotiations and to start the RFQ process again.
13. All submittals will become the property of MR and will become public documents subject to public disclosure with limited exceptions, under the Idaho Public Records Act.
14. The Vendor shall hold MR, its officers, agents, servants and employees, harmless from liability of any nature or kind on account of use of copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used under the quotation.
15. MR encourages submittals from firms that demonstrate a commitment to equal employment opportunity. Minority and women owned businesses are encouraged to apply. The successful

agencies, individuals or firms shall comply in all aspects with the Equal Opportunity Act. Each agency or firm with more than fifteen (15) or more employees shall be required to have an Affirmative Action Plan which declares that the contractor does not discriminate on the basis of race, color, religion, sex, national origin or age, and which specifies goals and target dates to assure the implementation of equal employment. Each contractor with fewer than fifteen employees shall be required to have a written equal opportunity policy statement declaring that it does not discriminate on the basis of race, color, religion, sex, national origin or age. Findings of non-compliance with applicable State and Federal equal opportunity laws and regulations could be sufficient reason for revocation or cancellation of this contract.

16. 3rd Party Clauses for Contracts under \$100,000 Using Federal Dollars

17. Respondent agrees to follow the Section 2.0, 3rd Party Clauses (attachment 3), if successful in winning this RFQ contract.

# ATTACHMENT 1

## SITE LOCATION



**ATTACHMENT 2**  
**CONDITIONAL USE PERMIT – City of Bellevue**



## STAFF REPORT

**TO:** Bellevue Planning and Zoning Commission

**FROM:** Craig Eckles, Development Services Director

**HEARING DATE:** May 5<sup>th</sup>, 2014

**Applicant:** Mountain Rides

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**REPRESENTATIVE:** Jason Miller

**Project:** Park and Ride Facility – bulk fuel storage

**Approval Requested:** Conditional Use Permit

Mountain Rides has executed a purchase and sale agreement with the Blaine County for the transfer of the aforementioned lots from Blaine County to Mountain Rides for the development of new facility that will allow Mountain Rides to better support the operations of its bus services in the Bellevue and Hailey area.

Mountain Rides plans to construct a building for the maintenance and housing of buses for its Valley Route that connects travelers between the Bellevue and Hailey areas and the Ketchum and Sun Valley areas and for its Hailey Route that operates within the City of Hailey. The facility will have bus storage bays, a maintenance bay and a storage bay to allow for bus washing, either hand washing or with a small walk around automated machine. There will also be a parts room, a room for rebuilding parts, bathrooms, a small office and passenger information area.

Since this facility will be at the end of the route, there has been a bus stop in this area. Mountain Rides hopes to improve this bus stop by providing better passenger accommodations and some parking (10 spots) for customers who may want to drive to this site and take the bus. This would be short term parking with no overnight parking. Buses would be stored inside and would not be outside of the building for extended periods of time.

Existing Sq. Ft.: 0 New Use Area Sq. Ft.: 5,144 for building Lot Sq. Ft.: Lot 6 = 10,870, Lot 7 = 10,880, Total = 21,750 for two lots combined

Description of Existing Use: Vacant land.

Parking Requirements: (see Zoning Ordinance 86-03):

$5,144 \text{ GSF} / 600 = 8.57 = 9$  parking spaces required. Additional parking in the amount of 10 spots is provided on-site as park and ride bus rider parking for those who may drive from points within Bellevue and points south of Bellevue. Total parking is 19 spots with one of those as a disabled spot.

**Location:** 16 Gannett Rd. and 121 Clover Street -- Southern Belle Business Park

**Zoning:** Light Industrial (LI)

### **Notice:**

Notice procedures for the public hearing have been complied with per Idaho Code 67-6509.

### **Application:**

Applicant has submitted a Conditional Use Permit application for the Planning and Zoning Commission to make a determination on two CUP-Conditional Use Permit uses, a park and ride facility and bulk fuel

storage located in the Light Industrial (LI) zoning district per Zoning Ordinance 8603-Chapter 7, sections 7.41 and 7.52, Chapter 2, sections 2.83.

The purpose of the May 5<sup>th</sup> public hearing is to have the Planning and Zoning Commission review the proposed uses and approve, approve with conditions or deny.

A 2<sup>nd</sup> Public Hearing shall be required to provide detailed building design plans, landscape plans, sprinkling plans, colors of materials and criteria for bulk fuel storage prior to any building permits issued

Legal Counsel has requested that a second public hearing be noticed for the Design Review and bulk fuel storage using the same process for a CUP public hearing, where the Commission is not dealing with an existing building, and where the park and ride facility utilizes the site and portions of the building.

Subject lands are described as 16 Gannett Rd. and 121 Clover Street in the Southern Belle Business Park Subdivision. Subject lots were formally owned by the City of Bellevue and exchanged with Blaine County.

Permitted uses in the Light Industrial Zone for the Mountain Rides building site shall be bus storage, automotive repair, restrooms, contractor office, and an ADU not to exceed 1,000 Sq. Ft.

### **Standards of Evaluation:**

Chapter 9.4 of the Bellevue Zoning Ordinance establishes the standards for proposed conditional uses. The Commission should make findings related to each of the items (A) through (J).

#### **9.3 STANDARDS OF EVALUATION.**

**9.31 The Commission shall review the particular facts and circumstances of each proposed conditional use in terms of the following standards and shall find adequate evidence showing that such use at the proposed location:**

**A. Will, in fact, constitute a conditional use as established for the zoning district involved;**

A park and ride facility and bulk fuel storage in the Light Industrial (LI) zoning district per Zoning Ordinance 8603-Chapter 7, sections 7.41 and 7.52, Chapter 2, sections 2.83 are uses requiring a CUP.

**B. Will be harmonious with and in accordance with the general objectives or with any specific objectives of the Comprehensive Plan and/or this Ordinance;  
The Comprehensive Map depicts this property as Light Industrial. The subject property is also zoned Light Industrial. The Comprehensive Plan states:**

“Development of a mix of Light Industrial (LI) uses is important to create a self-sustaining community. LI uses provide good jobs for the citizens of Bellevue. Many LI uses may not be appropriate for fronting on Highway 75. Southern Belle Business Park is a good recent addition to Bellevue. Additional LI development will be appropriate adjacent to Gannett Road.”

The subject parcels do not front Main/Hwy 75 and are a minimum of 250’ east of Main/Hwy 75. The lots are currently under contract between Mt. Rides and Blaine County.

Chapter 12- Housing. Guiding Policy states “Facilitate and encourage affordable housing.” ADU’s are providing affordable housing which are consistently occupied by employees or managers of the subject site.”

Currently the subject lots under Blaine County ownership are assessed at -0- value, the same as when Bellevue City owned this land. Mt. Rides is also a non-profit purchasing the subject property. No loss of assessable property tax base occurs by Mt. Rides acquiring, therefore Chapter 4 – Guiding Policy has been accomplished which states, “Encourage an economic base complementary to Bellevue’s rural identity” has been accomplished by, creating new jobs, and not reducing the assessed value of the city.

The site plan as submitted complies with the zoning ordinance and general objectives of the Comprehensive Plan.

- C. Will be designed, constructed, operated and maintained to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area;**  
To be presented at 2<sup>nd</sup> public hearing.
- D. Will not be hazardous or disturbing to existing or future neighboring uses;**  
When Southern Belle Light Industrial Business Park was developed a solid concrete block wall was installed on the north boundary providing a buffer between the adjacent residential zone/development on Hardwood Street. The proposed CUP uses are a parking lot for cars to park and bulk fuel storage. There will be no automotive repair outside, no manufacturing or fabricating onsite. Buses will be entering and leaving the building / site. A permitted ADU-accessory dwelling unit is proposed on the 2<sup>nd</sup> floor.
- E. Will be served adequately by essential public facilities and services such as highways, streets, police and fire protection, drainage structures, refuse disposal, water and sewer and schools, or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such services;**  
The City Engineer has reviewed the plans and his comments are as follows:  
Applicant shall pay all water and sewer cap fees, inspection fees prior to issuance of a building permit. Bellevue City Ordinances require meter vaults and meters installed on all new water hook ups. All City services shall be installed prior to issuance of Certificate of Occupancy.
- F. Will not create excessive additional requirements at public cost for public facilities and services, and will not be detrimental to the economic welfare of the community;**  
Existing infrastructure is in place to provide services to the proposed development. The proposed project complies with this requirement. Staff is not aware of excessive additional requirements at public cost for the proposed uses. This residential unit provides work force housing as noted in the Bellevue Comprehensive Plan.
- G. Will not involve uses, activities, processes, materials, equipment and conditions of operation that will be detrimental to any persons, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, dust, odors, vibration, water pollution or safety hazards;**  
There will be traffic from the busses and park and ride. The location is adjacent to Gannett Road and Clover which support immediate access to the site. Currently Mountain Rides circulates their bus routes on Clover, picking up and dropping off riders. There are tenants residing in the 2<sup>nd</sup> floor ADU.
- H. Will have vehicular approaches to the property which shall be designed so as not to create an interference with traffic on surrounding public thoroughfares; and**  
Existing. There is soft curb approach on both parcels and existing access off Gannett. No new vehicular approaches to the property are required.  
Applicant shall remove soft curbing and install an access apron off Clover, like the access apron of the private alley on the subject site.
- I. Will not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.**  
Proposal is on non developed land subdivided for Light Industrial uses. The proposal does not result in the destruction, loss, or damage of a natural, scenic, or historic feature of major importance.
- J. Will be adequately screened by means of fencing or landscaping from public ways and neighboring properties.**  
Main Street/Hwy 75 is developed with trees which provide a buffer. When Southern Belle Light Industrial Business Park was developed a solid concrete block wall was installed on the north boundary providing a buffer between the adjacent residential zone/development on Hardwood Street.

### **Summary and Suggested Conditions:**

Chapter 9.1 of the Bellevue Zoning Ordinance states that the City of Bellevue recognizes “that certain uses possess unique and special characteristics with respect to their location, design, size, method of operation, circulation, and public facilities. In order to protect the public welfare and guarantee conformance with the Comprehensive Plan, permits are required for such uses upon review by the Commission.”

Conditional Use Permits are subject to review and revocation pursuant to Chapter 9.7 of the Bellevue Zoning Ordinance. This statement will be included in the Findings of Fact, Conclusions of Law, and Decision for any CUP approved by the Commission.

### **COMMISSION ACTION 5-05-2014 – Mt. Rides CUP 2014-04-07**

The Commission shall make a decision to approve, conditionally approve, or disapprove including findings. The Commission shall review the application, all supporting documents and plans, and Chapter 9 of the Zoning Ordinance, in making their decision.

The Commission should make findings related to the criteria of Chapter 9.3, (A) through (D).

The Commission may impose any conditions that it deems necessary to secure the purpose of City ordinances and give effect to the Comprehensive Plan. Conditions including but not limited to those set forth in Chapter 9.5 may be placed on any approval. The following conditions are suggested to be placed on the approval of this application for uses only:

- a) A 2<sup>nd</sup> public hearing for design review of all structures and the park and ride lot improvements shall be held prior to any construction or development on the subject lots.
- b) A letter of approval from the Southern Belle Business Association for the structures shall be provided prior to the 2<sup>nd</sup> public hearing.
- c) The site plan shall comply with all adopted Light Industrial zoning requirements, including setbacks, height, parking on site, snow storage on site, no outside storage, lighting, landscaping, no obstructions of street rights-of-ways, compliance with Blaine County /Gannett right of way, Southern Belle Business Association CC&R's and all Fire Department and Building Department requirements shall be met.
- d) Detailed plans for all infrastructure to be installed or improved at or adjacent to the site shall be submitted for Bellevue City Public Works and City Engineer approval and shall meet City Standards where required. At this time, this infrastructure includes, but will not be limited to the following:
  - Bellevue City Ordinance requires vaults and meters on all new non-residential water hook ups.
  - Tap into the existing sewer line.
- e) Footings to be located completely within the property boundaries.

## **ATTACHMENT 3**

### **Federal Transit Administration 3<sup>rd</sup> Party Clauses**

## **SECTION 2.0**

### **Required Federal 3<sup>rd</sup> Party Clauses for Contracts under \$100,000 Using Federal Dollars**

#### **2.0 POLICIES FOR ALL TIERS**

Contractor agrees to comply with the subsections of this Section 2.0 and to include these requirements in all subcontracts of every tier.

#### **2.1.0 NO OBLIGATION BY THE FEDERAL GOVERNMENT**

Mountain Rides Transportation Authority (MR) and the Contractor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying Contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this Contract and shall not be subject to any obligations or liabilities to the MR , Contractor, or any other party (whether or not a party to that Contract) pertaining to any matter resulting from the underlying Contract.

#### **2.2.0 PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS AND RELATED ACTIONS:**

1. The Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. §3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 C.F.R. Part 31, apply to its actions pertaining to this Project. Accordingly, by signing the underlying Contract, the Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying Contract or the FTA assisted project for which this Contract work is being performed. In addition to other penalties that may be applicable, the Contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Contractor to the extent the Federal Government deems appropriate.
2. The Contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance awarded by FTA under the authority of 49 U.S.C. §5301 et seq., the Government reserves the right to impose the penalties of 18 U.S.C. §1001 and 49 U.S.C. §5301 et seq. on the Contractor, to the extent the Federal Government deems appropriate.

#### **2.3.0 AUDIT AND INSPECTION OF RECORDS**

In accordance with 49 C.F.R. §18.36(i), 49 C.F.R. §19.48(d), and 49 U.S.C. §5325(a), provided MR is the FTA Recipient or a sub-grantee of the FTA Recipient, the Contractor agrees to provide the MR , FTA, the Comptroller General of the United States, the Secretary of the U.S. Department of Transportation, or any of their duly authorized representatives access to any books documents,

papers, and records of the Contractor which are directly pertinent to or relate to this Contract (1) for the purpose of making audits, examinations, excerpts, and transcriptions and (2) when conducting an audit and inspection.

- A. In the event of a **sole source Contract, or single Offer, single responsive Offer, or competitive negotiated procurement** the Contractor shall maintain and the Contracting Officer, the U.S. Department of Transportation (*if applicable*), MR or the representatives thereof, shall have the right to examine all books, records, documents, and other cost and pricing data related to the Contract price, unless such pricing is based on adequate price competition, established catalog or market prices of commercial items sold in substantial quantities to the public, or prices set by law or regulation, or combinations thereof. Data related to the negotiation or performance of the contract shall be made available for the purpose of evaluating the accuracy, completeness, and currency of the cost or pricing data. The right of examination shall extend to all documents necessary for adequate evaluation of the cost or pricing data, along with the computations and projections used therein, including review of accounting principles and practices that reflect properly all direct and indirect costs anticipated for the performance of the Contract.
- B. **For Contract modifications or change orders** the Contracting Officer, the U.S. Department of Transportation (*if applicable*), MR or their representatives shall have the right to examine all books, records, documents, and other cost and pricing data related to a Contract modification, unless such pricing is based on adequate price competition, established catalog or market prices of commercial items sold in substantial quantities to the public, or prices set by law or regulation, or combinations thereof. Data related to the negotiation or performance of the Contract modification or change order shall be made available for the purpose of evaluating the accuracy, completeness, and currency of the cost or pricing data. The right of examination shall extend to all documents necessary for adequate evaluation of the cost or pricing data, along with the computations and projections used therein, either before or after execution of the Contract modification or change order for the purpose of conducting a cost analysis. If an examination made after execution of the contract modification or change order reveals inaccurate, incomplete, or out-of-date data, the Contracting Officer may renegotiate the contract modification or change order price adjustment and MR shall be entitled to any reductions in the price that would result from the application of accurate, complete or up-to-date data.
- C. For any cost reimbursable work the Contractor shall maintain and the Contracting Officer, the U.S. Department of Transportation (*if applicable*), MR or their representatives shall have the right to examine books, records, documents, and other evidence, including review of accounting principles and practices that reflect properly all direct and indirect costs incurred as related to said cost reimbursable work.

1. The materials described in Paragraphs A, B, and C, above shall be available at the Contractor's office at all reasonable times for inspection, audit, and making excerpts and transcriptions until three years from the date of final payment under the Contract except that the materials described in Paragraph A above shall also be available prior to any award and materials relating to "Service and Parts" (Section 2.5). For records relating to appeals under "Disputes" (Section 2.2.7), "Audit and Inspection of Records" (this Section 2.6), litigation, or the settlement of claims arising out of the negotiation or the performance of contract modifications, records shall be kept available until such appeals, litigation, or claims have been disposed of.
2. The Contracting Officer and his/her representative and any other parties authorized under this clause shall employ sound business practices to protect the confidence of the data specified under this clause, for which the Contractor provides access, against disclosure of such information and material to third parties except as permitted by the Contract. The Contractor shall be responsible for ensuring that any confidential data bears appropriate notices relating to its confidential character.
3. The requirements of this section are in addition to other audit, inspection, and record-keeping provisions specified elsewhere in the Contract documents.

#### **2.4.0 CHANGES IN FEDERAL LAWS AND REGULATIONS**

Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those Listed directly or by reference in the agreement between MR and FTA that funds any part of this Contract, as they may be amended or promulgated from time to time during the term of this Contract. Contractor's failure to so comply shall constitute a material breach of this Contract.

#### **2.5.0 CIVIL RIGHTS**

##### **2.5.1 NONDISCRIMINATION**

In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332. The Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.

##### **2.5.2 EQUAL EMPLOYMENT OPPORTUNITY**

The following equal employment opportunity requirements apply to the underlying Contract:



1. Race, Color, Creed, National Origin, Sex. In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C § 2000e, and Federal transit laws at 49 U.S.C. § 5323 the Contractor agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of labor," 41 C.F.R. Parts 60 et seq., (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project. The Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.
2. Age. In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. §§ 623 and Federal transit law at 49 U.S.C § 5332, the contractor agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.
3. Disabilities. In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the Contractor agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

## **2.6.0 TERMINATION OF CONTRACT**

### **2.6.1 TERMINATION FOR CONVENIENCE**

The performance of work under this Contract may be terminated by MR in accordance with this clause in whole, or from time to time in part, whenever the Contracting Officer shall determine that such termination is in the best interest of the MR . Any such termination shall be effected by delivery to the Contractor of a notice of termination specifying the extent to which performance of work under the Contract is terminated, and the date upon which such termination becomes effective.

After receipt of a notice of termination, and except as otherwise directed by the Contracting Officer, the Contractor shall: stop work under the Contract on the date and to the extent specified in the notice of termination; place no further orders or subcontracts for materials, services, or facilities, except as may be necessary for completion of such portion of the work under the Contract as is not terminated; terminate all orders and subcontracts to the extent that they relate to the performance of work terminated by the notice of termination; assign to MR in the manner, at the times, and to the extent directed by the Contracting Officer, all of the right, title, and interest of the Contractor under the orders and subcontracts so terminated, in which case MR shall have the right, in its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts; settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Contracting Officer, to the extent he may require, which approval or ratification shall be final for all the purposes of this clause; transfer title to MR and deliver in the manner, at the times, and to the extent, if any, directed by Contracting Officer the fabricated or unfabricated parts, work in process, completed work, supplies, and other material produced as part of, or acquired in connection with the performance of, the work terminated, and the completed or partially completed plans, drawings, information and other property which, if the Contract had been completed, would have been required to be furnished to the MR ; use its best efforts to sell, in the manner, at the times, to the extent, and at the price(s) directed or authorized by the Contracting Officer, any property of the types referred to above, provided, however, that the Contractor shall not be required to extend credit to any purchaser, and may acquire any such property under the conditions prescribed by and at a price(s) approved by the Contracting Officer, and provided further, that the proceeds of any such transfer or disposition shall be applied in reduction of any payments to be made by MR to the Contractor under this Contract or shall otherwise be credited to the price or cost of the work covered by this Contract or paid in such other manner as the Contracting Officer may direct; complete performance of such part of the work as shall not have been terminated by the notice of termination, and take such action as may be necessary, or as the Contracting Officer may direct, for the protection or preservation of the property related to this Contract which is in the possession of the Contractor and in which MR has or may acquire an interest.

The Contractor shall be paid its costs, including contract close-out costs, and profit on work performed up to the time of termination. The Contractor shall promptly submit its termination claim to MR to be paid the Contractor. Settlement of claims by the Contractor under this termination for convenience clause shall be in accordance with the provisions set forth in Part 49 of the Federal Acquisition Regulations (48 C.F.R. 49) except that wherever the word "Government" appears it shall be deleted and the word "MR" shall be substituted in lieu thereof.

### **2.6.2 TERMINATION FOR DEFAULT**

MR may, by written notice of default to the Contractor, terminate the whole or any part of this Contract if the Contractor fails to make delivery of the supplies or to perform the services within the time specified herein or any extension thereof; or if the Contractor fails to perform any of the other provisions of the Contract, or so fails to make progress as to endanger performance of this Contract in accordance with its terms, and in either of these two circumstances does not cure such failure within a period of 10 (ten) days (or such longer period as the Contracting Officer may authorize in writing) after receipt of notice from the Contracting Officer specifying such failure.

In the event that MR elects to waive its remedies for any breach by Contractor of any covenant, term or condition of this Contract, such waiver by MR shall not limit MR's remedies for any succeeding breach of that or of any other term, covenant, or condition of this Contract.

If the Contract is terminated in whole or in part for default, MR may procure, upon such terms and in such manner, as the Contracting Officer may deem appropriate, supplies or services similar to those so terminated. The Contractor shall be liable to MR for any excess costs for such similar supplies or services, and shall continue the performance of this Contract to the extent not terminated under the provisions of this clause.

Except with respect to defaults of subcontractors, the Contractor shall not be liable for any excess costs if the failure to perform the Contract arises out of causes beyond the control and without the fault or negligence of the Contractor. If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both the Contractor and subcontractor, and without the fault or negligence of either of them the Contractor shall not be liable for any excess costs for failure to perform unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required delivery schedule.

Payment for completed supplies delivered to and accepted by MR shall be at the Contract price. MR may withhold from amounts otherwise due the Contractor for such completed supplies such sum as the Contracting Officer determines to be necessary to protect MR against loss because of outstanding Liens or claims of former lien holders.

If, after notice of termination of this Contract under the provisions of this clause, it is determined for any reason that the Contractor was not in default under the provisions of this clause, or that the default was excusable under the provisions of this clause, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to termination for convenience of the Procurement Agency.

The rights and remedies of MR provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

## **2.7.0 DISADVANTAGED BUSINESS ENTERPRISE**

### **2.7.1 POLICY**

It is the policy of the Department of Transportation that Disadvantaged Business Enterprises (DBE) as defined in 49 C.F.R. Part 26 shall have the maximum opportunity to participate in the performance of Contracts financed in whole or in part with Federal Funds under this agreement. Consequently the DBE requirements of 49 C.F.R. Part 26 apply to this agreement.

### **2.7.2 DBE OBLIGATION**

Contractor agrees to ensure that Disadvantaged Business Enterprises as defined in 49 C.F.R. Part 26 have the maximum opportunity to participate in the performance of Contracts and subcontracts financed in whole or in part with Federal funds provided under this agreement. In this regard, all recipients or contractors shall take all necessary and reasonable steps in accordance with 49 C.F.R. Part 26 to ensure that Disadvantaged Business Enterprises have the maximum opportunity to compete for and perform contracts. Recipients and their contractors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of DOT assisted contracts.

### **2.7.3 REMEDY**

Failure of the Contractor to comply with this section or to include it in any subcontract of any tier will constitute a breach of Contract and, after notification of DOT, may result in termination of the Contract by MR or such remedy as MR deems appropriate.

## **2.8.0 INCORPORATION OF FTA TERMS**

"General Contract Provisions," (this Section 2), includes, in part, certain standard terms and conditions required by DOT, whether or not expressly set forth in the Contract provisions. All contractual provisions required by DOT, as set forth in FTA Circular 4220.1D, as amended, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The Contractor shall not perform any act, fail to perform any act, or refuse to comply with any MR requests which would cause MR to be in violation of the FTA terms and conditions.

### **Agreement to 3<sup>rd</sup> Party Clauses**

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

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**Signature**

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**Title**

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**Firm**

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**Date**

# Mountain Rides Agenda Item Summary

<u>Date:</u>	<input type="text" value="05/21/2014"/>		
<u>From:</u>	<input type="text" value="Jason Miller"/>		
<u>Subject:</u>	<input type="text" value="Item 4b - Executive Director Authority policy and updated FY2014 Pay Scale"/>		
<u>Committee Review:</u>	<input checked="" type="radio"/> yes <input type="radio"/> no	<u>Committee Purview:</u>	<input type="text" value="Finance &amp; Performance"/>
<u>Previously discussed at board level:</u>	<input checked="" type="radio"/> yes <input type="radio"/> no		
<u>Proposed Action:</u>	<input type="text" value="Approve"/>		
<u>Fiscal Impact:</u>	<input type="text" value="n/a"/>		
<u>Related Policy or Procedural Impact:</u>	<input type="text" value="MRTA Board member responsibilities"/>		
<u>Background:</u>	<div><p>The attached policy is something that has been talked about since my return to Mountain Rides a year ago and was reinforced by my recent training at Berkeley. This policy clearly defines what the Executive Director is responsible for and gives better direction going forward so that the board isn't having to deal with administrative items, day to day issues and operations, and human resource challenges. By entrusting the Executive Director with more responsibility, the board will be able to focus on the higher level issues and allow the Executive Director more autonomy to run the organization.</p><p>During our discussion of this item at Finance and Performance Committee, the committee identified the need for having an update pay chart that defines max number of positions as well as knowledge and skills required for each position. This provides reassurance to the board that the Executive Director will build an organizational structure that has some boundaries, in addition to the budget boundaries and service commitments. The updated FY2014 is also attached.</p></div>		

## **POLICY 201: Executive Director Authority**

**Issued: May 21, 2014**

**Purpose:** This describes the MRTA policy regarding the authority that the Executive Director is given by the Board of Directors to carry out the business of the organization in an efficient and compliant manner.

**Personnel Affected:** Executive Director, Board of Directors

**Policy:**

In order to facilitate smooth and efficient operations of Mountain Rides, the Executive Director is entrusted with the sole responsibility to run the organization as she or he sees fit, in accordance with Board adopted policies, plans and direction.

In accordance with the adopted budget, adopted plans, adopted policies, applicable laws and regulations and Board direction, the Executive Director has the authority to:

- Submit funding requests on behalf of Mountain Rides; and
- Sign all state and federal funding agreements on behalf of Mountain Rides and all grant certifications related thereto; and
- Solely manage all employees in the organization in the manner that the Executive Director deems best including: creating and updating an organizational structure, creating and updating job descriptions, making pay adjustments, hiring and firing employees, and delegating authority to employees as appropriate, all within the limitations of the adopted budget, adopted service plan and the adopted pay scale; and
- Manage, update and create internal procedures, guidelines, rules and directives related to the operations of the organization including those for bus and facility maintenance, bus operations, marketing/communications and business functions; and
- Manage and enter into partnership and funding revenue agreements that meet adopted budget and service goals and are not revenue negative; and
- Manage data collection, performance reporting and financial reporting; and
- Determine fare and fee structures for all services that meet adopted budget and service plan goals; and
- Enter into and execute miscellaneous contracts forms and agreements that cover MRTA administration and operations, and financial contracts and agreements that commit less than \$25,000 in annual expense; and
- Manage all grants and capital projects approved by the board including how projects will be carried out and procured; and
- Be the public spokesperson for Mountain Rides; and
- Represent Mountain Rides in all mediation, litigation and claims against the organization and utilizing the Mountain Rides attorney appropriately, and negotiate on behalf of Mountain Rides in all matters.

**APPROVED:** \_\_\_\_\_  
**Susan McBryant, Board Chair**

**Date:** \_\_\_\_\_

# 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 Agenda Item Summary

<u>Date:</u>	<input type="text" value="05/21/2014"/>		
<u>From:</u>	<input type="text" value="Jason Miller"/>		
<u>Subject:</u>	<input type="text" value="Item 4c - Easement for bus shelter on Elephant's Perch property"/>		
<u>Committee Review:</u>	<input type="radio"/> yes	<u>Committee</u>	<input type="text" value="Planning &amp; Marketing"/>
	<input checked="" type="radio"/> no	<u>Purview:</u>	
<u>Previously discussed at board level:</u>	<input checked="" type="radio"/> yes	<input type="radio"/> no	
<u>Proposed Action:</u>	<input type="text" value="Approve"/>		
<u>Fiscal Impact:</u>	<input type="text" value="Legal fees included in FY2014 budget"/>		
<u>Related Policy or Procedural Impact:</u>	<input type="text" value="none"/>		
<u>Background:</u>	<input type="text" value="The attached easement gives Mountain Rides and the City of Ketchum the right to build a bus shelter on the Elephants Perch property where the new hub will be built. This easement is being reviewed by our legal counsel."/>		

RECORDING REQUESTED BY AND  
WHEN RECORDED MAIL TO:

C & D OF IDAHO, INC.  
PMB 25175  
P. O. Box 20000  
Jackson, WY 83001-7000

---

(Space above line for Recorder's Use)

## **MUNICIPAL TRANSIT EASEMENT AGREEMENT**

THIS EASEMENT AGREEMENT ("Agreement") is made and entered into as of the date of the last signature hereto by and between C & D OF IDAHO, INCORPORATED, an Idaho corporation ("Grantor"), the CITY OF KETCHUM, IDAHO, a municipal corporation, and MOUNTAIN RIDES TRANSIT AUTHORITY, a political subdivision created by Joint Powers Agreement pursuant to Idaho Code § 67-2328 (CITY OF KETCHUM and MOUNTAIN RIDES TRANSIT AUTHORITY are hereafter collectively referred to as "Grantee").

### **RECITALS**

A. Grantor is the owner in fee simple of a parcel of property located in Ketchum, Idaho, described more particularly in the attached Exhibit A-1 (Lot 4).

B. Grantee desires to improve a portion of Lot 4, which parcel is more particularly described in the attached Exhibit A-2 ("Easement Parcel") with sidewalk pavers, landscaping, benches and bus stop facilities (all improvements to the Easement Parcel are referred to herein as the "Bus Stop Facilities"). Plans showing the general area of the Easement Parcel, the Bus Stop Facilities to be constructed on the Easement Parcel and the other improvements to the public rights of way (East Avenue and Sun Valley Road) and sidewalks adjacent thereto are attached hereto as Exhibits B-1 and B-2 (collectively the "Site Plan"). For purposes of this Agreement, all of the improvements shown on the Site Plan including sidewalk pavers, landscaping, and benches to be constructed by Grantee along Sun Valley Road and East Avenue within the City right of way shall be referred to herein as the "Sidewalk Improvements." Grantee acknowledges that Grantee's constructing and maintaining the Sidewalk Improvements as shown on the Site Plan are a material inducement to Grantor in granting the easement herein.

C. Grantee desires that Grantor grant an easement to Grantee for the construction, use, maintenance, repair or replacement of the Bus Stop Facilities on the Easement Parcel. Grantor is willing to grant Grantee such an easement on the terms and conditions set forth in this Agreement.

D. Now, therefore, on the basis of the foregoing Recitals, for good and valuable consideration, and intending to be bound thereby, the parties agree as hereinafter set forth.

## TERMS AND CONDITIONS

NOW, THEREFORE, the parties covenant and agree as follows:

1. Incorporation of Recitals and Exhibits. The Recitals set forth above and all Exhibits attached to this Agreement are an integral part of this Agreement and are fully incorporated herein by this reference.

2. Grant of Bus Stop Facilities Easement. Grantor hereby grants to Grantee a perpetual, exclusive and permanent easement over, across and through the Easement Parcel for the specific use by Grantee to improve the Easement Parcel with Bus Stop Facilities for use by the public relating to Grantee's providing municipal transportation services.

3. Conditions of Grant. The grant of easement is subject to the following conditions:

3.1. Design, Governmental Approval and Construction of Bus Stop Facilities. Grantee shall, at its sole expense, obtain governmental approval for, design, engineer, provide materials and equipment for and construct the Bus Stop Facilities in the location depicted in the Site Plan. The Bus Stop Facilities shall be constructed in a first class manner.

3.2. Repair, Maintenance or Replacement of Bus Stop Facilities. Grantee shall, at its sole expense, be solely responsible for the ongoing repair, maintenance or replacement of the Bus Stop Facilities. Grantee shall keep the Bus Stop Facilities in excellent condition and repair. Grantee shall notify Grantor (and the current tenant or occupant of Lot 4 if not Grantor) not less than seventy two (72) hours prior to doing any work pursuant to this Agreement which will disturb the Bus Stop Facilities within the Easement Parcel. If any work to be performed by Grantee disturbs any adjacent property of Grantor, Grantee shall restore the disturbed area to as good a condition it was prior to the commencement of the work.

3.3. Modifications to Bus Stop Facilities. Grantor shall have the right to approve any proposed material changes to the Bus Stop Facilities that Grantee may want to make. Grantee shall provide Grantor with written notice of its intent to make changes to the Bus Stop Facilities, which notice shall include drawings, plans, elevations and any other information that Grantor may reasonably require to assist Grantor in its decision. Grantor shall have thirty (30) days from Grantee's last submittal of information requested by Grantor within which to approve or disapprove to the proposed changes in writing to Grantee; provided, if Grantor does not object to the proposed changes within the thirty (30) day period, such changes shall be deemed to be disapproved. Grantee's written notice of its intent to modify the Bus Stop Facilities shall specifically refer to and state that Grantor has a thirty (30) day period within which to respond.

3.4. No Offensive Activities. Grantee shall limit and, if necessary, take reasonable steps to prevent any offensive or noxious activities arising from the Bus Stop Facilities from taking place in the Easement Parcel or the surrounding areas.

3.5. Insurance. Grantee shall, at its sole expense, obtain and keep in full force and effect during the term of this Agreement liability insurance for its activities in

constructing, using, maintaining, repairing or replacing the Bus Stop Facilities within the Easement Parcel. Grantor shall be named as an additional insured on the policy. Grantee shall provide Grantor with a certificate of insurance evincing the coverage as required herein. Each policy shall provide that it shall not be canceled or altered without thirty (30) days prior written notice to Grantor.

3.6. Design, Governmental Approval and Construction of Sidewalk Improvements. Grantee shall, at its sole expense, obtain governmental approval for, design, engineer, provide materials and equipment for and construct the Sidewalk Improvements in the location depicted in the Site Plan. The Sidewalk Improvements shall be constructed in a first class manner.

3.7. Repair, Maintenance or Replacement of Sidewalk Improvements. Grantee shall, at its sole expense, be solely responsible for the ongoing repair, maintenance or replacement of the Sidewalk Improvements. Grantee shall keep the Sidewalk Improvements in excellent condition and repair.

3.8. Modifications to Sidewalk Improvements. Grantor shall have the right to approve any proposed material changes to the Sidewalk Improvements that Grantee may want to make. Grantee shall provide Grantor with written notice of its intent to make changes to the Sidewalk Improvements, which notice shall include drawings, plans, elevations and any other information that Grantor may reasonably require to assist Grantor in its decision. Grantor shall have thirty (30) days from Grantee's last submittal of information requested by Grantor within which to approve or disapprove to the proposed changes in writing to Grantee; provided, if Grantor does not object to the proposed changes within the thirty (30) day period, such changes shall be deemed to be disapproved. Grantee's written notice of its intent to modify the Sidewalk Improvements shall specifically refer to and state that Grantor has a thirty (30) day period within which to respond. Notwithstanding anything to the contrary in this paragraph, if the City of Ketchum should determine that the proposed modifications to the Sidewalk Improvements are a matter of public health or safety, then the City shall have the right, without Grantor's approval, to make the changes; provided, that the changes are to be in keeping with and consistent with the design and appearance of the existing improvements in place.

4. Indemnity. Grantee shall indemnify, defend and hold Grantor harmless against all claims of whatsoever nature for injury or damages to persons or property arising out of or relating to the use of or any activities within the Easement Parcel, except for such injuries or damages arising out of the intentional conduct of Grantor. The term "claims" shall mean and include any and all liabilities, damages, injuries, losses, causes of action, judgments, rights or demands of every kind, known or unknown, asserted or which may be asserted.

5. Automatic Termination of Easement. In the event that Grantee shall cease to use the Easement Parcel in conjunction with its municipal transportation services or shall permanently remove the Bus Stop Facilities, then the easement granted herein and this Agreement shall automatically be terminated and of no further legal force and effect. In the event that the easement is terminated, whether by mutual agreement or automatically as provided herein, Grantee, at its sole expense, shall remove the Bus Stop Facilities and restore the Easement Area in keeping with the surrounding area.

6. Enforcement.

6.1. Enforcement. This Agreement is not intended to create any third party beneficiaries. Any party to this Agreement shall have the right to enforce, by any proceeding at injunctive relief, all restrictions, conditions, obligations, covenants and reservations, now or hereafter imposed by the provisions of this Agreement. The failure of any party hereto to enforce or the delay by either party in enforcing any of its rights hereunder shall not be deemed a continuing waiver or a modification hereof, and either party may, within the time provided by applicable law, commence appropriate legal proceedings to enforce any and all of such rights. Likewise, in the event that any party does not strictly comply with any of the obligations under this Agreement and the other party grants forbearance of any kind in enforcing the provisions of this Agreement, such actions shall be considered gratuitous and shall not be construed as a waiver or surrender of any rights by the forbearing party under this Agreement. All rights and remedies provided for herein shall be cumulative and in addition to any other rights or remedies any such party may have at law or in equity. The laws of the State of Idaho shall control the construction and enforcement of this agreement. The parties agree that all actions instituted on this Agreement shall be commenced and heard in the Blaine County District Court and hereby waive venue in any other court of competent jurisdiction.

6.2. Mediation. Prior to the instituting of any litigation to enforce or construe the terms of this Agreement, all parties shall attempt to reach a mutually acceptable resolution of the dispute, first informally by communications between the disputing parties; and, if no resolution is obtained informally, then second, through a formal mediation process. If the parties are unable to choose a mutually agreeable mediator, then the parties agree to a court appointed mediator. The purpose of the mediation is to identify the issues, reduce misunderstandings, clarify priorities, explore areas of compromise and find points of agreement. In the event a resolution is not obtained after formally mediating for a reasonable period, litigation may be commenced, provided however, that a party may file litigation prior to mediating for the sole purpose of tolling a statute of limitations, for the court appointment of a mediator or for injunctive proceedings, but then must immediately proceed with mediation as outlined this section. Each party shall bear its own attorneys fees and costs of mediation and the parties shall equally share the costs of mediation.

7. Miscellaneous.

7.1. Headings and Gender. The headings of this Agreement are inserted only for the purpose of convenient reference and in no way definite, limit or prescribe the scope or intent of this Agreement or any party hereof. The necessary grammatical changes which shall be required to make the provisions of this Agreement apply (a) in the plural sense, or (b) to any party which shall be either a corporation, an association, a partnership or an individual, male or female, shall, in all instances, be assumed as though in each case fully expressed.

7.2. Governing Law. The validity, meaning and effect of this Agreement shall be determined in accordance with the laws of the State of Idaho applicable to agreements made and performed in that state.

7.3. Necessary Acts. Each party agrees to perform any further acts and execute any documents that may be reasonably necessary to effect the purpose of this

Agreement.

7.4. Time of Essence. Time is of the Essence in this agreement.

7.5. Invalid Provisions. In the event any provision of this Agreement or any part thereof shall be determined by any court of competent jurisdiction to be invalid, void or otherwise unenforceable, the remaining provisions hereunder, or parts thereof, shall remain in full force and effect, and shall in no way be affected, impaired, or invalidated thereby, it being agreed that such remaining provisions shall be construed in a manner most closely approximating the intention of the parties with respect to the invalid, void or unenforceable provision or part thereof.

7.6. Attorney Fees and Costs. Except as provided in paragraph 6.2 above, in the event that either party hereto retains an attorney to enforce any right or duty arising out of this Agreement, the prevailing party in such dispute shall be entitled to be paid reasonable attorney's fees by the non-prevailing party, whether or not litigation is actually instituted and including any bankruptcy proceedings or any appeals.

7.7. Binding Effect. This Agreement shall be a covenant running with the land and shall be binding on the successors, heirs and assigns of both parties hereto.

7.8. Notices. All notices and communications under this Agreement shall be in writing and shall be (i) delivered in person or (ii) mailed, postage prepaid, either by registered or certified mail, return receipt requested, or by overnight express carrier, addressed in each case as set forth below, or (iii) sent by facsimile with the original to follow by mail in the manner described above. It is provided, however, that any party may change its respective address for purposes of receipt of any such communication by giving ten (10) days prior written notice of such change to the other party hereto in the manner provided above. All notices sent pursuant to the terms of this paragraph shall be deemed received (i) if sent by overnight, express carrier, on the next business day immediately following the day sent, (ii) if sent by registered or certified mail, on the third business day following the day sent or (iii) if sent by facsimile on the date so sent. The following addresses shall be used for this paragraph:

Grantor: C & D of Idaho, Incorporated  
PMB 25175  
P. O. Box 20000  
Jackson, WY 83001

Grantee: City of Ketchum  
Attn: City Clerk  
P.O. Box 2315  
480 East Ave. N.  
Ketchum, ID 83340

Mountain Rides  
P.O. Box 3091  
Ketchum, ID 83340

7.9. Entire Agreement. The parties acknowledge that the terms of this

Agreement may vary from the terms contained in any other preliminary agreements, written or oral, made prior to the execution of this Agreement and may vary from any negotiations between the parties prior to the execution of this Agreement. The parties agree that the terms, covenants and conditions of this Agreement shall supersede all such prior negotiations and agreements, and that there are no other agreements not contained in this Agreement, and this this Agreement shall be and is the final expressions of the agreement of the parties and shall control.

7.10. Amendment. No amendment, modification, release, discharge or waiver of any provisions hereof shall be of any force, effect or value unless in writing and signed by each and every party to this Agreement.

7.11. Legal Representation. No presumption shall exist in favor of or against any party to this Agreement as a result of the drafting and preparation of the documents. All parties to this Agreement have been advised by their own independent counsel in the drafting of and in entering into this Agreement.

7.12. No Joint Venture. This Agreement shall not be deemed to create an agency, joint venture, partnership or any other similar relationship between the parties hereto. This Agreement is a contractual relationship only for the limited purposes specified herein.

7.13. Authority. Each of the persons executing this Agreement represents and warrants that he or she is duly authorized to execute and deliver this Agreement, as well as any other documents required hereunder, on behalf of the persons or entities party to this Agreement, and that this Agreement is binding upon said entity or person in accordance with these terms.

7.14. No Third Party Beneficiaries. This Agreement is not intended nor shall it be interpreted to create or confer any rights upon third parties not a party to this Agreement.

7.15. Recording. This Agreement in its entirety shall be recorded in the Blaine County Recorder's Office.

7.16. Assignment. This Agreement may not be assigned by Grantee without the prior written consent of Grantor, which consent shall be in Grantor's discretion, and without the assignee agreeing in writing to abide by and adhere to the terms and conditions of this Agreement.

(signatures appear on the following page)

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates set forth below.

The City Of Ketchum

Mountain Rides Transit Authority

---

By:

Its:

---

By:

Its:

C&D of Idaho, Incorporated

---

By:

Its:



STATE OF IDAHO    )  
                                  ) ss.  
County of Blaine    )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2014, before me, a Notary Public in and for said State, personally appeared \_\_\_\_\_, known or identified to me to be the \_\_\_\_\_ of The City of Ketchum, a \_\_\_\_\_, and the person whose name is subscribed to the within instrument, and acknowledged to me that \_\_\_\_ he executed the same on behalf of said entity.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

\_\_\_\_\_  
NOTARY PUBLIC in and for  
the State of Idaho,  
residing at \_\_\_\_\_  
Commission expires \_\_\_\_\_

STATE OF IDAHO    )  
                                  ) ss.  
County of Blaine    )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2014, before me, a Notary Public in and for said State, personally appeared \_\_\_\_\_, known or identified to me to be the \_\_\_\_\_ of Mountain Rides Transit Authority, a \_\_\_\_\_, and the person whose name is subscribed to the within instrument, and acknowledged to me that \_\_\_\_ he executed the same on behalf of said entity.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

\_\_\_\_\_  
NOTARY PUBLIC in and for  
the State of Idaho,  
residing at \_\_\_\_\_  
Commission expires \_\_\_\_\_

STATE OF IDAHO )  
 ) ss.  
County of Blaine )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2014, before me, a Notary Public in and for said State, personally appeared \_\_\_\_\_, known or identified to me to be the \_\_\_\_\_ of C & D of Idaho, Incorporated, an Idaho corporation, and the person whose name is subscribed to the within instrument, and acknowledged to me that \_\_\_\_\_ he executed the same on behalf of said corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

NOTARY PUBLIC in and for  
the State of Idaho,  
residing at \_\_\_\_\_  
Commission expires \_\_\_\_\_

# Mountain Rides Agenda Item Summary

<u>Date:</u>	<input type="text" value="05/21/2014"/>		
<u>From:</u>	<input type="text" value="Jason Miller"/>		
<u>Subject:</u>	<input type="text" value="Item 4d - Summer/Fall 2014 Valley Route fares and pass prices"/>		
<u>Committee Review:</u>	<input checked="" type="radio"/> yes <input type="radio"/> no	<u>Committee Purview:</u>	<input type="text" value="Finance &amp; Performance"/>
<u>Previously discussed at board level:</u>	<input checked="" type="radio"/> yes <input type="radio"/> no		
<u>Proposed Action:</u>	<input type="text" value="Approve"/>		
<u>Fiscal Impact:</u>	<input type="text" value="Net positive (slightly lower price but increased number of passes sold)."/>		
<u>Related Policy or Procedural Impact:</u>	<input type="text" value="none"/>		
<u>Background:</u>	<div><p>Attached is the Valley Route fares and pass prices for approval for the next 6 month period. On cash fares, no changes were made.</p><p>For tickets and passes, we did an analysis of our fare prices, comparing them to other resort areas as well as looking at our historical pass sales by type and discount relative to the cash fare. Based on this, the season and monthly passes have been lowered slightly to encourage more people to buy the longer term passes, which means less administration for staff counting fares and issuing ticket books, and gives the potential for greater ridership from pass holders.</p></div>		



## **MRTA SUMMER-FALL 2014 VALLEY ROUTE FARES**

### ***Cash Fares***

<b>Type</b>	<b>Fares (same as current)</b>
Cash Adult roundtrip between Bellevue and Ketchum or SV	\$6
Cash Adult roundtrip between Hailey and Ketchum or SV	\$5
Cash Adult one-way between Bellevue and Ketchum or SV	\$4
Cash Youth/Senior one-way between Bellevue and Ketchum or SV	\$3
Cash Adult one-way between Hailey and Ketchum or SV	\$3
Cash Youth/Senior one-way between Hailey and Ketchum or SV	\$2
Cash All Passengers between Bellevue and Hailey	\$1
Point to point trips within Hailey boundaries	\$0.50
Point to point trips within St Luke's to Ketchum/SV boundary	Free

### ***Pass Prices***

<b>Type</b>	<b>Price (changes noted)</b>
Unlimited 6 month adult pass	<b>\$315 (was \$340)</b>
Unlimited 1 month adult pass	<b>\$60 (was \$65)</b>
Unlimited Summer youth-senior pass	<b>\$75 (was \$90)</b>
Adult pass pack (12 one-way tickets)	\$25
Youth pass pack (12 one-way tickets)	\$16
Adult pass value pack (24 one-way tickets)	\$45
Youth pass value pack (24 one-way tickets)	\$28

### ***Discount Pass Programs***

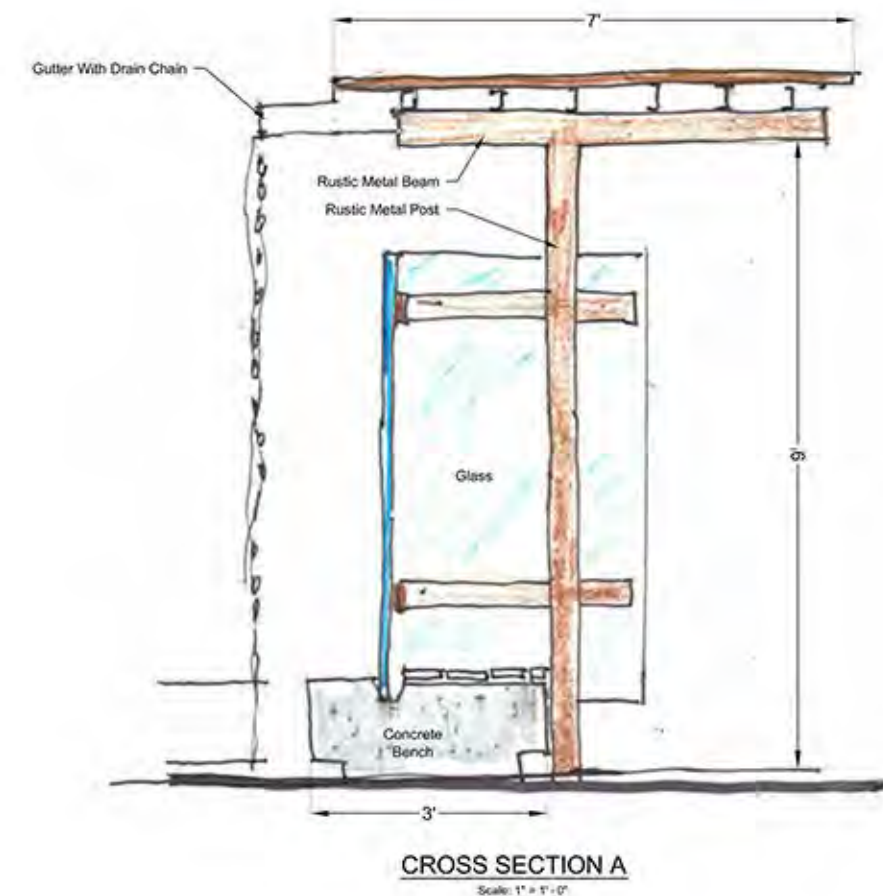
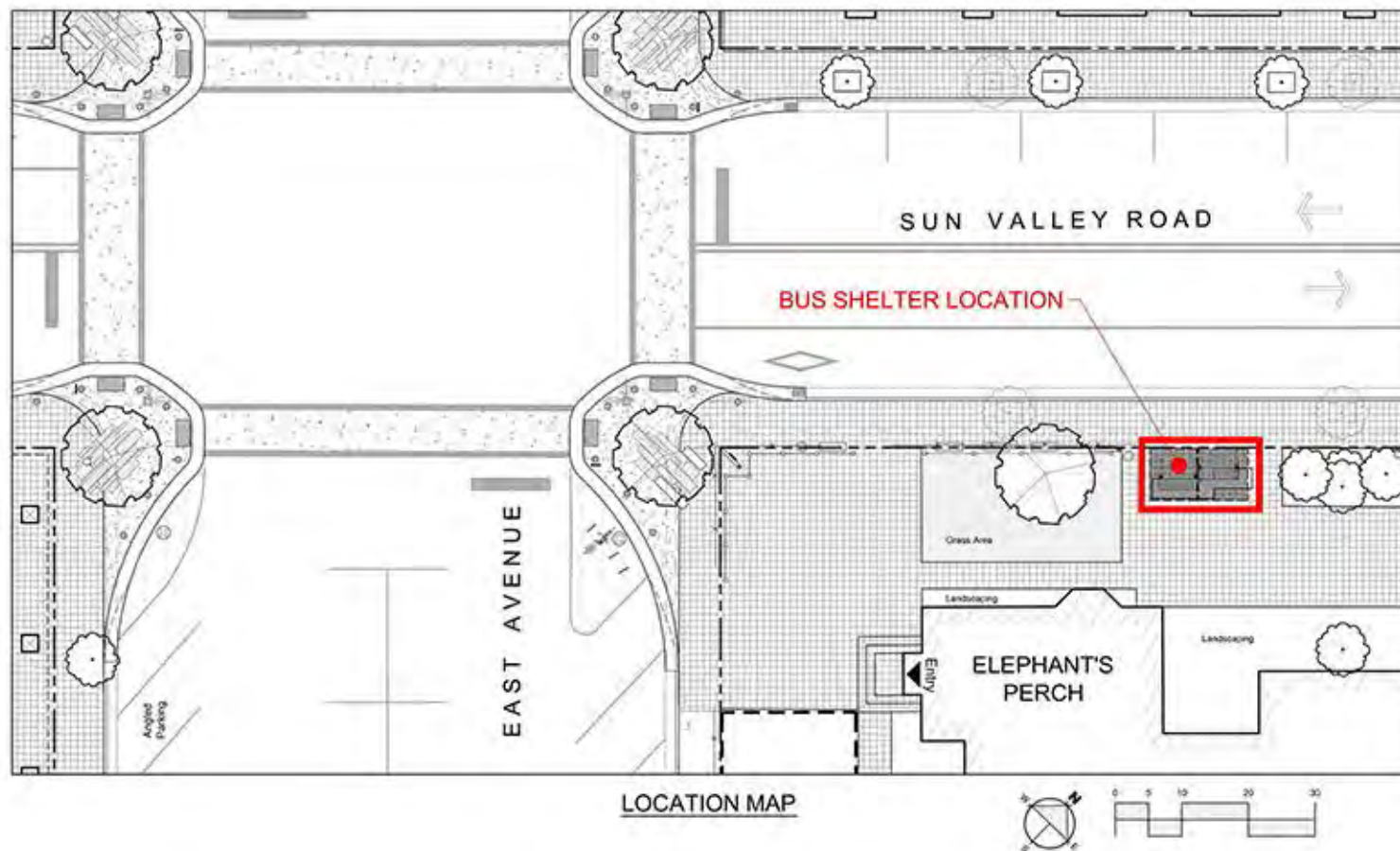
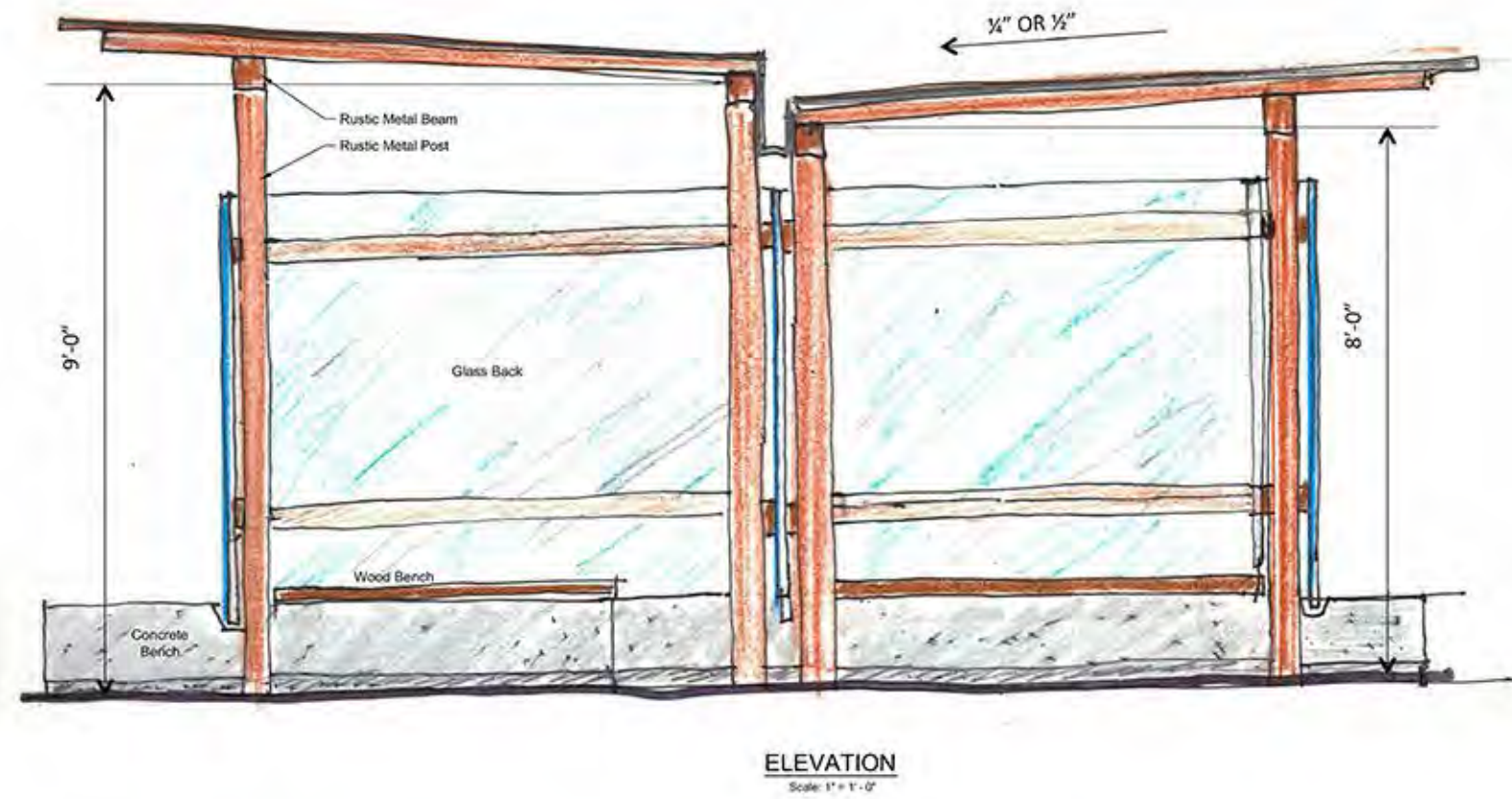
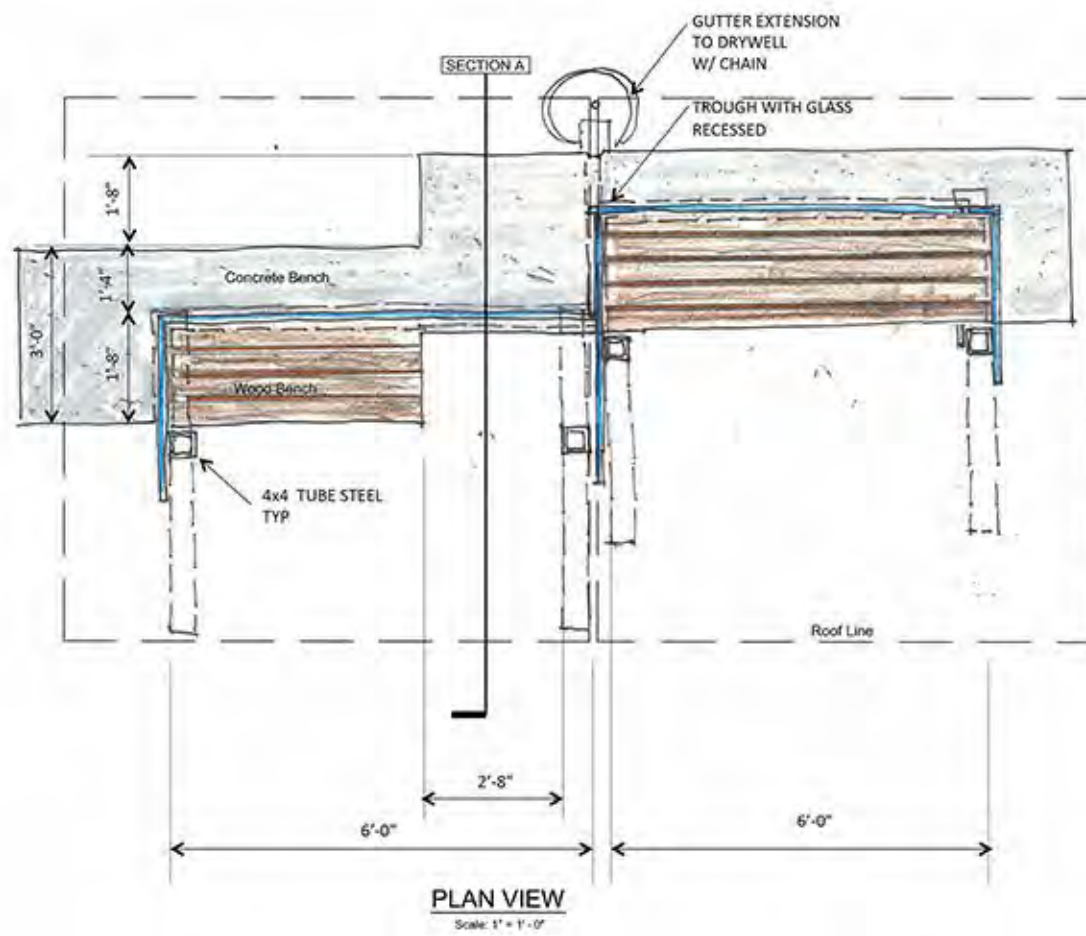
Non-profit pass purchases	25% off
Social services (Advocates, Hailey Clinic)	50% off
Bulk purchase of passes	3-10 passes: 15% off 11-40 passes: 20% off 41 or more: 25% off
Passes for disabled (also for cash fares)	50% off
5 and under	Free
Youth definition	6-18 years old
Senior definition	65 years old and up
JPA Partners (employees, dept. needs)	Free
Blaine County School District	\$23,500 for school year for students (only when school is in session) & staff
St. Luke's	\$12,000 for year for staff
YMCA	\$2.25 adults, \$1.50 kids (approx. \$2k per month billed)
<b>HIGHLIGHTED CHANGES</b>	Were made based on pass sales and discount off of cash and ticket price

For Board Approval – May 21, 2014

# Mountain Rides Agenda Item Summary

<u>Date:</u>	<input type="text" value="05/21/2014"/>		
<u>From:</u>	<input type="text" value="Jason Miller"/>		
<u>Subject:</u>	<input type="text" value="Item 4e - Outline of Ketchum Transportation Hub operations, ownership and maintenance responsibilities"/>		
<u>Committee Review:</u>	<input checked="" type="radio"/> yes <input type="radio"/> no	<u>Committee Purview:</u>	<input type="text" value="Planning &amp; Marketing"/>
<u>Previously discussed at board level:</u>	<input checked="" type="radio"/> yes <input type="radio"/> no		
<u>Proposed Action:</u>	<input type="text" value="Discuss"/>		
<u>Fiscal Impact:</u>	<input type="text" value="Snow removal costs for shelter area only. Estimated to be able to be included in current shelter maintenance funding."/>		
<u>Related Policy or Procedural Impact:</u>	<input type="text" value="Bus stop standards, Capital Improvement Plan."/>		
<u>Background:</u>	<input type="text" value="Attached is an outline that defines who is responsibility for what when it comes to maintaining, operating and owning the infrastructure improvements at the hub. This outline has been discussed and negotiated with the city of Ketchum and will be finalized in appropriate agreements ahead of a June 16th city council meeting for approval of the hub.&lt;br/&gt;&lt;br/&gt;In addition to the outline are drawings showing exactly where the bus shelter locations are so that the MR area of responsibility is clear."/>		





**OUTLINE of MAINTENANCE, OPERATIONS and OWNERSHIP RESPONSIBILITIES for  
KETCHUM TRANSPORTATION HUB IMPROVEMENTS at  
SUN VALLEY RD. and EAST AVE.**

**Maintenance and Operations**

The following defines the maintenance and operations responsibilities for the City of Ketchum and Mountain Rides:

1. Services to be Provided by MOUNTAIN RIDES. MOUNTAIN RIDES hereby agrees that it shall provide, at its sole expense, all costs of labor, materials, supplies, business overhead and financial expenses, insurance, and all necessary equipment required to provide:
  - a. Maintenance and upkeep for the bus shelter in front of the Elephant's Perch including power washing the shelter 2x per year, removing any graffiti, replacing and repairing any part of the structure (bus shelter structure, benches, heater) that falls into disrepair and periodic cleaning as needed (shown as the red box on Exhibit A5 attached).
  - b. Maintenance and upkeep for the bus shelter amenities (covered waiting area and benches) including power washing the passenger waiting area 2x per year, removing any graffiti, replacing and repairing any part of the additional structures added as part of this project (benches, trellis coverings, heater) that fall into disrepair and periodic cleaning as needed (shown as the two red boxes on Exhibit A6 attached).
  - c. Electric utility cost for the bus shelter heaters and the digital information sign.
  - d. Maintenance, updating and upkeep of all of the bus information signage (digital and static) and posts and/or mounts that hold the bus information signage.
  - e. Snow removal and de-icing for the bus shelter in front of the Elephant's Perch and for the two passenger waiting areas incorporated into the visitor center building (the area for the snow removal is shown as the three red boxes on Exhibits A5 and A6 attached).
2. Services to be Provided by KETCHUM. KETCHUM hereby agrees that it shall provide, at its sole expense, all costs of labor, materials, supplies, business overhead and financial expenses, insurance, and all necessary equipment required to provide:
  - a. On-going litter pick-up for the sidewalk areas and bulb-outs.
  - b. Maintenance and upkeep for all of the trees and landscaping associated with this facility.
  - c. Maintenance and upkeep for the trash cans and recycling bins associated with this facility, as well as emptying the trash cans and recycling bins as needed (new trash cans and recycling bins will be purchased as part of this project).
  - d. Electric utility cost for the street lighting associated with this facility.
  - e. Snow removal and de-icing for the bulb-outs and sidewalk areas not already the responsibility of the property owner.

- f. Maintenance, updating and upkeep of all sign posts that hold regulatory signage, street lights and city related information signage (maps, city information kiosks).
- g. Maintenance and upkeep of all the sidewalks, bollards, curbs and gutters.
- h. Maintenance and upkeep of the tree grates and storm grates.

### **Ownership and Controlling Interest**

For ownership of the improvements, Ketchum and Mountain Rides will split the ownership of the improvements as follows:

- For the bus shelter in front of the Elephant's Perch on private property easement: Mountain Rides will own the improvements.
- For all of the improvements made in the public right of way: Ketchum will own the improvements.
- For the passenger waiting area improvements made on the Ketchum URA property (Visitor Center/Starbucks): Mountain Rides will own the improvements.

As the Federal Transit Administration is paying for the bulk of the improvements, there must be controlling interest in the improvements for useful life of the improvement. Galena Engineering has estimated the useful life of the improvements to be:

- Hard surfacing: 30 years
- Signage: 10-15 years
- Lighting: 10-15 years
- Passenger seating: 20 years
- Bike racks: 20 years
- Passenger shelters: 20 years

### **Easements and usage agreements**

For the easements and usage agreements, the following will exist:

- Easement Agreement for use of private property in front of the Elephant's Perch for the bus shelter
  - Executed between the City of Ketchum, Mountain Rides and the property owner
  - Status: Agreement reached on easement details; currently being finalized within 1-2 weeks
- Public right of way encroachment agreement
  - Executed between the City of Ketchum and Mountain Rides
  - Status: Being completed by Mountain Rides within 1 week
- Easement Agreement for use of KURA property at the Visitor's Center
  - Executed between KURA and Mountain Rides
  - Status: To be complete by June 15<sup>th</sup>



# Mountain Rides Agenda Item Summary

<u>Date:</u>	<input type="text" value="05/21/2014"/>		
<u>From:</u>	<input type="text" value="Jason Miller"/>		
<u>Subject:</u>	<input type="text" value="Item 4f - Update on Mountain Rides' FY2015 budget development"/>		
<u>Committee Review:</u>	<input checked="" type="radio"/> yes <input type="radio"/> no	<u>Committee Purview:</u>	<input type="text" value="Finance &amp; Performance"/>
<u>Previously discussed at board level:</u>	<input checked="" type="radio"/> yes <input type="radio"/> no		
<u>Proposed Action:</u>	<input type="text" value="Discuss"/>		
<u>Fiscal Impact:</u>	<input type="text" value="FY2015 budget for all funds."/>		
<u>Related Policy or Procedural Impact:</u>	<input type="text" value="FY2015 Budget"/>		
<u>Background:</u>	<div><p>So far, FY2015 funding requests are coming along nicely. There has been no indication of problems with Mountain Rides funding at this point, but we are still early in the process.</p><p>Attached is a summary chart of the requests and the current status.</p></div>		

## FEDERAL AND LOCAL FUNDING REQUESTS FOR FY15

Status Update - May 21, 2014

MRTA Federal \$	FY13	FY14	FY15	Current Status
TOTAL fed funding used By MRTA Budget year	\$955,000	\$897,000	\$921,000	Funding recommendations endorsed by PTAC, waiting for ITD board approval

MRTA Local \$	FY13	FY14 actual	FY15 request - (2% increase)	Current Status
Ketchum	\$522,610	\$550,000	\$561,000	Funding presentation in June
Sun Valley	\$250,000	\$250,000	\$255,000	Presentation complete, no firm # yet
Hailey	\$65,000	\$68,000	\$75,000	Funding presentation in June
Bellevue	\$0	\$200	\$1,500	Presentation complete, no firm # yet
Blaine Co	\$123,500	\$128,000	\$130,160	Presentation complete, no firm # yet
Sun Valley Company	\$175,000	\$175,000	\$178,500	Presentation complete, agreement on 2% increase
TOTAL of all Local Funding	\$1,136,110	\$1,171,200	\$1,201,160	
LESS Total contribution to capital	-\$170,676	-\$175,000	-\$175,000	12.5% of total contribution to capital
TOTAL Local funding for MRTA operations by budget yr	\$965,434	\$996,200	\$1,026,160	

FY 14 and FY15 include \$20k for property (MR received \$20k less in recognition of capital portion)



## MINUTES

**Planning and Marketing Committee, Wednesday, 5/7/14, 1:00pm**

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

In attendance: Dave Patrie, Joe Miczulski, Nils Ribi, Kristin Derrig, Jason Miller and Kim MacPherson

Absent: Steve Wolper

Meeting start: 1:00pm

1. Review summer transit service plan
  - a. The group discussed the service plan for the summer schedule. There will be no changes for the upcoming summer but to think about possible additions for FY15 schedule.
2. Update on approval process for Ketchum Transportation Hub
  - a. The group discussed the progress of the Hub to date. Jason is planning for the next Ketchum City Council meeting on June 2<sup>nd</sup>. The maintenance agreement is still in negotiations.
3. Discuss ways to honor Peter Everett
  - a. The discussion leaned toward adding a plaque to a bench in honor of Peter.
4. Other items to come before the committee. There were none.

Meeting adjourned: 1:30pm



## Minutes

**Finance and Performance Committee 5/7/14, 2:30 pm**

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

**Attendance: Mark Gilbert, Michael David, Joe Miczulski, Jason Miller, Wendy Crosby**

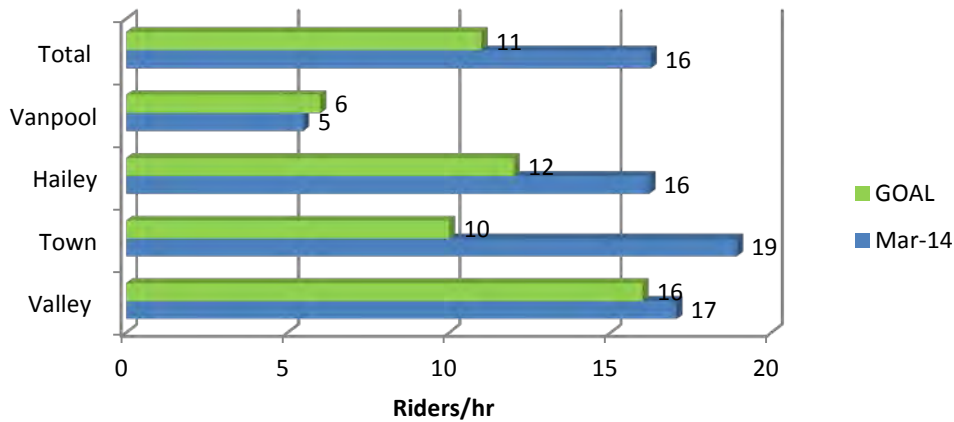
**Absent: Susan McBryant**

- 1) Reviewed monthly financials and bills (Mar)
- 2) Discussed Valley Route fare updates for Summer/Fall 2014. Committee recommended simplifying the number of passes and devising a methodology for calculating the discount applied to each type of pass. Also discussed the number of passes allocated to funding partners. Changes to rates and the number and type of passes to be allocated to funding partners, will be deferred to the November schedule change. Further thought and discussion will occur between now and then.
- 3) Discussed funding partner contract template. Committee decided to eliminate section on passes provided. Need to include the MR Service Plan and a termination time frame if funding ceases.
- 4) Reviewed Executive Director Authority policy. Mark suggested changes and these will be incorporated and reviewed by the committee before the Board meeting.

Adjourned 4:25PM

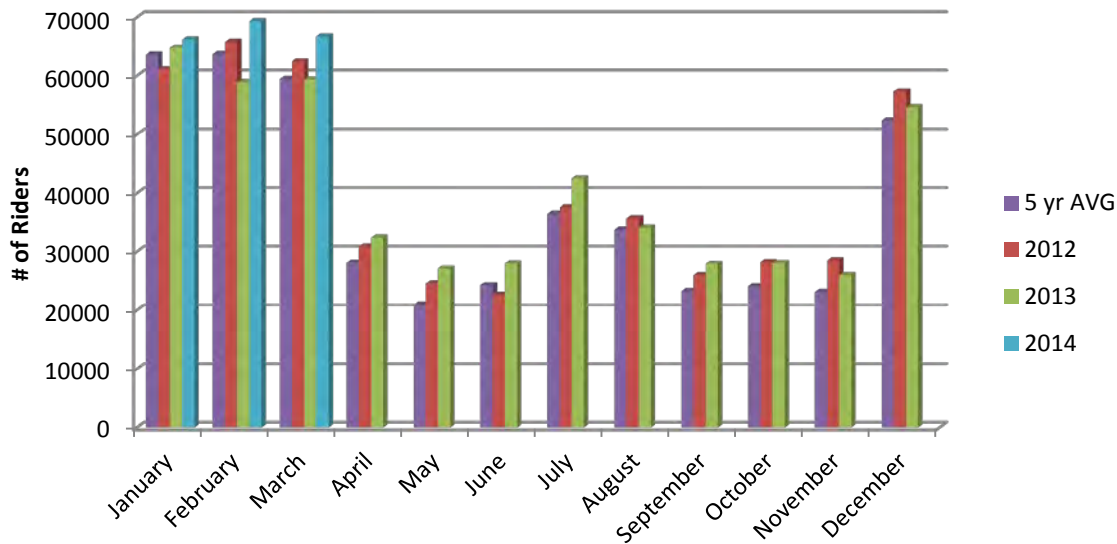
## PERFORMANCE DASHBOARD - RIDERSHIP, MARCH 2014

Ridership per hour



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

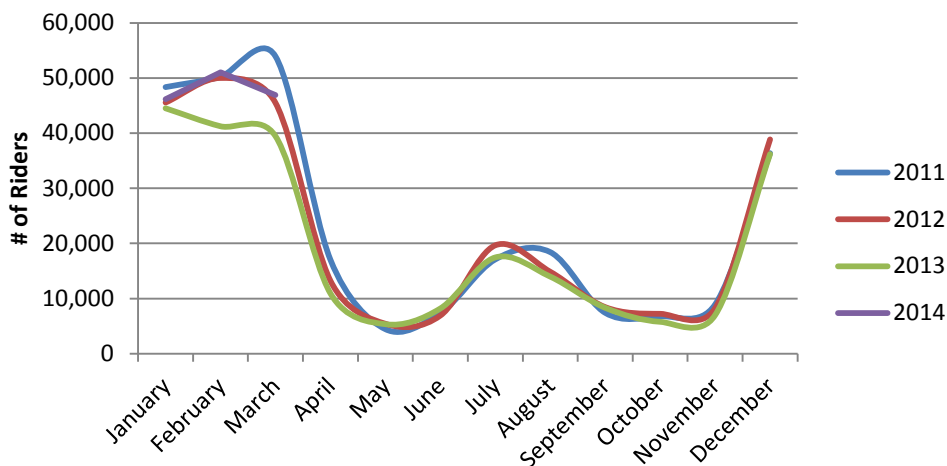
Total Ridership by Month



YTD Ridership  
135,858

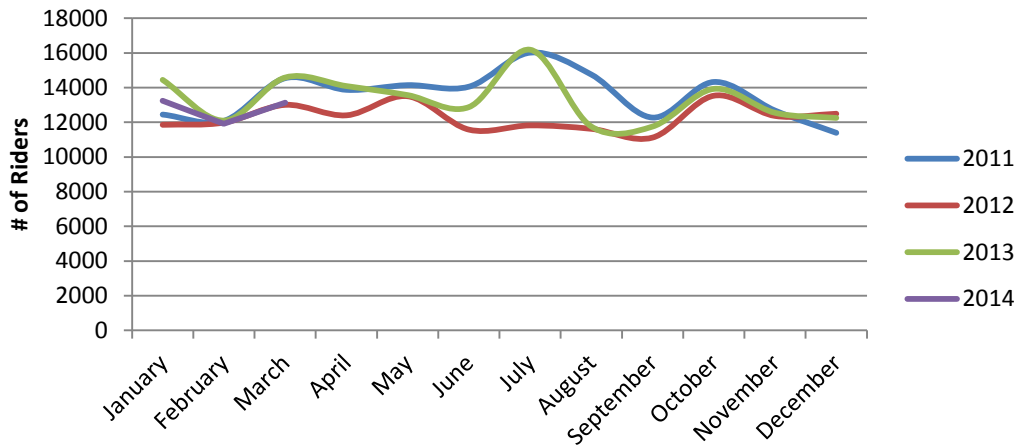
Definition: Monthly ridership compared with one year ago, two years ago and the 5 year average.

Town Routes

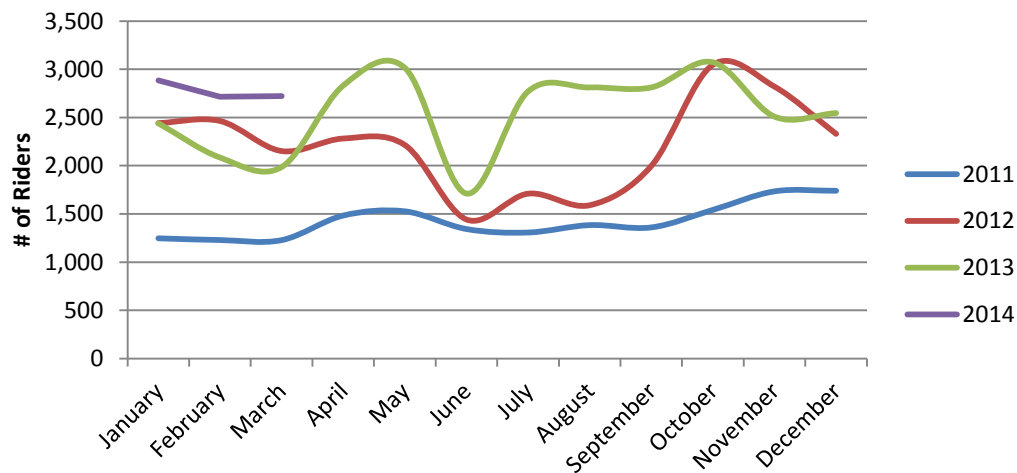


## PERFORMANCE DASHBOARD - RIDERSHIP BY ROUTE, MARCH 2014

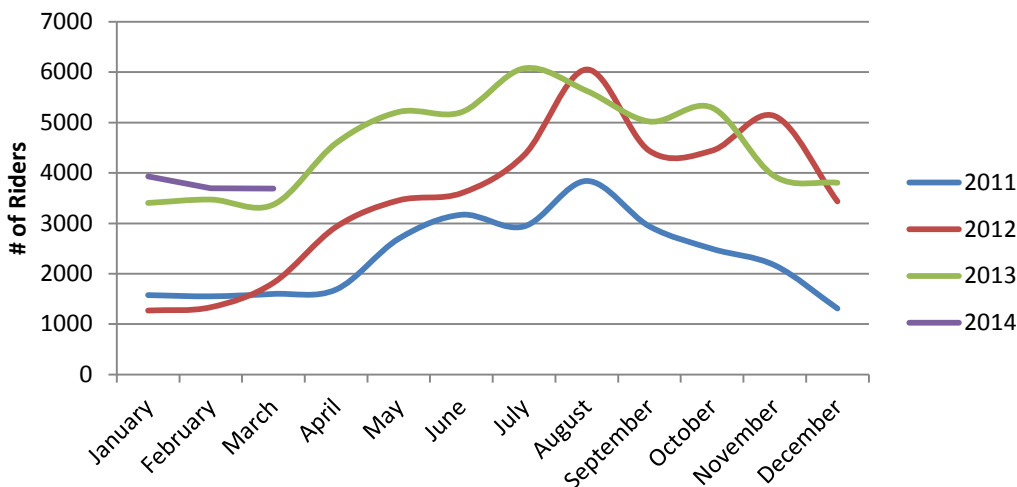
### Valley Route



### Hailey Route



### Vanpool



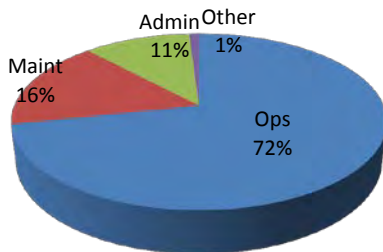
## PERFORMANCE DASHBOARD - FINANCIAL, MARCH 2014

Costs per hour

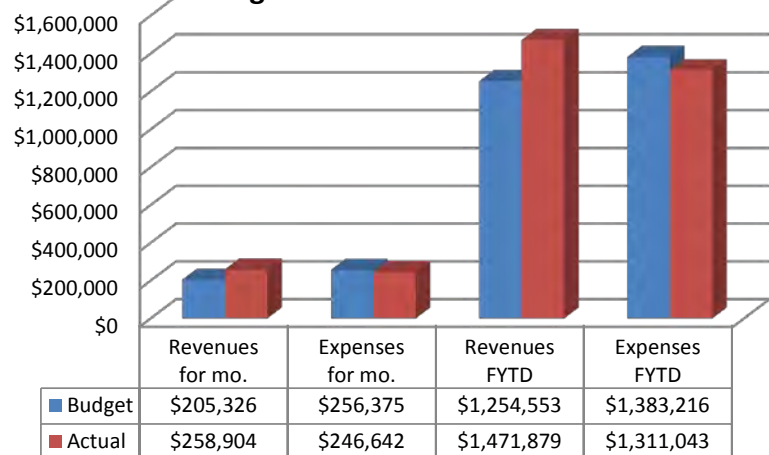


Definition: Monthly costs divided by the number of bus revenue service hours operated for the month. Being lower than goal is good. Monthly numbers are compared to 6 month average in order to give a longer time period for reference (monthly fluctuations can be great).

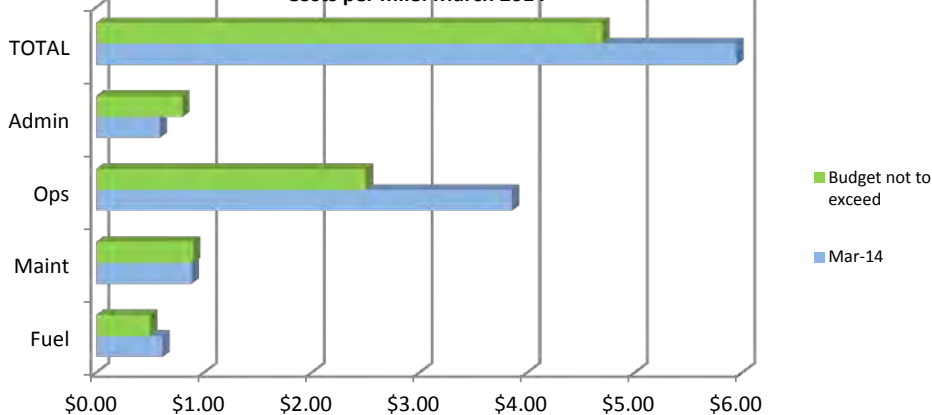
Costs by Department, MARCH 2014  
(total costs =246,642 )



Budget vs Actual -MARCH 2014

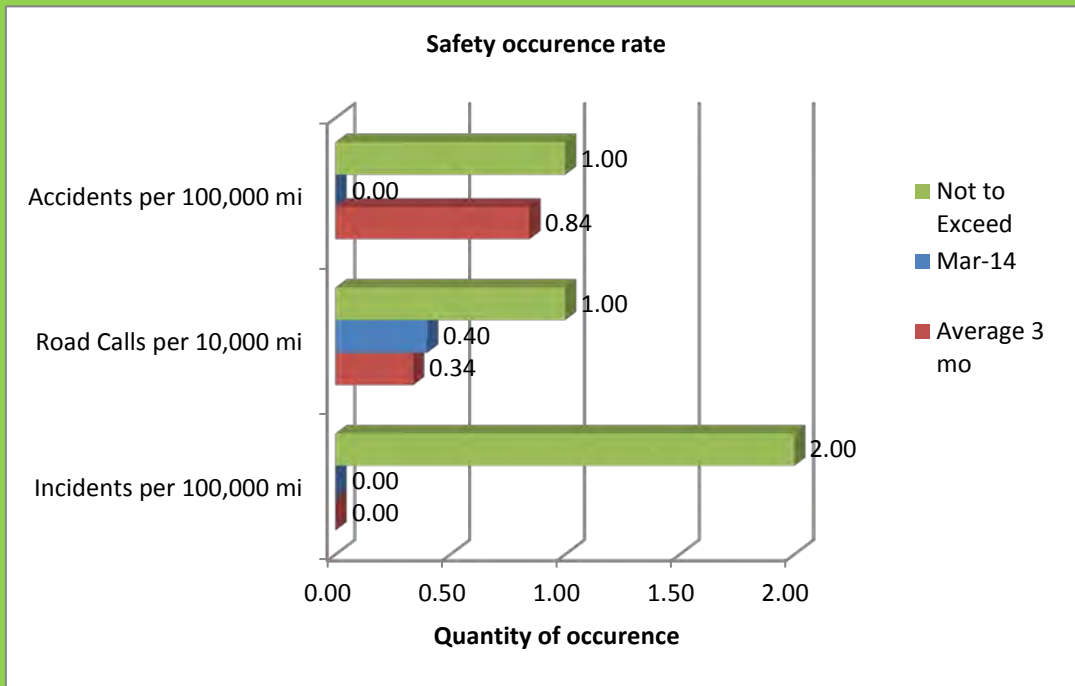


Costs per mile: March 2014



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

## PERFORMANCE DASHBOARD - SAFETY, MARCH 2014



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

Safety	Jan-14	Feb-14	Mar-14
<b>Incidents</b>	0	0	0
<b>Accidents</b>	1	0	0
<b>Road Calls</b>	2	3	3

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

**208**

**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.

**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:

05/21/2014

Staff Member:

Jim Finch

Department:

Operations

Department  
Highlights from the  
Previous Month:

Operations reports a 13% ridership increase for the month of April 2014 compared to 2013. The passenger numbers continued to reflect the improved resort business and the extension of the season at Warm Springs Base. The local skiers greatly appreciated the direct bus service connecting River Run Plaza and Warm Springs lifts.

April Total System ridership: 36,825 compared to 32,375 in 2013 +13%. 2012=30,834 passenger trips.

2014 by the numbers: Town routes: Overall 15,889 riders +46%:  
Blue: +33% 10926 riders Green: +73% 1763 riders Red: +34% 255 riders  
Silver : +108% 2945 (includes 1668 on Special WS-RR shuttle)

Valley route: -4% 13,471 riders 14,086 riders in 2013 (service decrease 7% and selected peak commuter trips and especially school trips are at capacity)

Hailey route: +9% 3092 riders School trips are at capacity!

Vanpool: -5% 4344 riders Highlights: 6 vans SVCO and 3 Webb vans early season start

Season total: Town Routes 203,129 riders +11% over 2013 (182,279 riders). The monthly comparisons showed a slow start and strong finish for ridership for the season.

Progress on  
projects/initiatives:

Safety and Service continue to be our highest priorities.  
No Accidents for 3 consecutive months  
One minor incident

Challenges/  
Opportunities:

Upcoming events:  
Off Season started April 21st!

Highway 75 construction between St. Luke's bridge and Cold Springs is causing minor delays and service adjustments at this time. North entrance to St. Luke's is closed, so, all buses use the south entrance.

All Staff Semi-Annual training June 6th  
Summer Season starts June 14th.

# Mountain Rides Staff Report

Date:

05/21/2014

Staff Member:

Rod Domke

Department:

Maintenance

Department  
Highlights from the  
Previous Month:

Presently at 208 days without a time loss accident/incident.  
Record: 825 days

Thanks to unexpected federal dollars, we have exercised one of our options with Gillig LLC.

The purchase order has been submitted for a new 35' Heavy Duty bus for the Valley route.

Production is estimated to begin in December 2015, with delivery in late February 2016.

We have received the low mileage van mentioned last month, it has been placed in service.

Bus refurbishing is still under way, we plan for completion by early fall.

Progress on  
projects/initiatives:

We are in the process of purchasing another low mileage van, with delivery expected in early June.

We are waiting for conformation on Federal funding to purchase two new vans for van pool.

Challenges/  
Opportunities:

Bus 24, an IC, has been towed to Rush Truck Center in Twin Falls for warranty repairs, the return date has not yet been determined. There has been no news from International on our fuel dilution issue with the IC's, we are hopeful though, the last update was an improvement.

# Mountain Rides Staff Report

Date:

05/21/2014

Staff Member:

Kim MacPherson

Department:

Marketing Outreach

Department  
Highlights from the  
Previous Month:

We have been busy working on our Bike to Work/School Day event for May 16th and for our Bike Swap event happening on the same weekend.

Progress on  
projects/initiatives:

RouteMatch - Working with RM and the upgrade to 6.1 and to learn all the new features.

Challenges/  
Opportunities:

# Mountain Rides Staff Report

Date:

05/21/2014

Staff Member:

Kaz Thea

Department:

Bike-Ped

Department  
Highlights from the  
Previous Month:

Prep work for launch of 5B BikeShare.

Received the additional 22 bikes, 20 of which will be stationed in Ketchum this summer and 2 of these bikes will be added to the Hailey fleet to round out that fleet to 20. Working with SoBi, the vendor, to upgrade website, get details on upgraded electronics for the fleet, work with Windy City to build a bike basket wrap to sell ad space on the 40 bikes, and worked with City of Ketchum and some local Ketchum businesses regarding the launch of BikeShare early July.

Received the Bike-Ped master plan from our consultants.

Worked on providing comments from our partners for the bike-ped master plan. Received all comments from working group and provided them to consultant to update first draft from the comments received. Overall document very well written comments really editorial in nature and not so much significant re-write type of changes.

Progress on  
projects/initiatives:

BikeShare program will launch in early July once all the upgraded electronics are received and installed into the bikes. Hired Rob Webb, a bike mechanic, to put together the rest of the bike fleet received from SoBi and to do some maintenance on the bikes. He has a mobile bike repair business and seems perfect for the job. Completed bike basket wrap with Windy City doing the work and will work on selling ad space.

For SR2S we collaborated with Woodside elementary and Craig Eastop, the PE teacher, and the Sage School to organize a bike rodeo for grades 3-5. Also worked to get ads and flyers complete for bike 2 school and secure all give-away items as well as volunteers to help at each school to make event successful. Also partnered with BCRD to provide helmets to their Miles of Smiles program where they give bikes to children in need.

Challenges/  
Opportunities:

One challenge is a more preferred time-frame for getting the bikeshare bikes out into the community this season. We were hoping for a launch date of June 1 but it won't realistically be until July 1. New electronics are being installed by SoBi mid June then we will test bikes to make sure everything is working and launch July 1. But the response from the community so far is one of excitement albeit a shorter riding season. It will be worth it if the electronics is improved and running well.

# Mountain Rides Staff Report

Date:

05/21/2014

Staff Member:

Wendy Crosby

Department:

Business-Finance

Department  
Highlights from the  
Previous Month:

We met with ICRMP representatives May 6th to review progress on the WSTIP recommendations. Good progress has been made and ICRMP was satisfied that we are following the suggestions made and have those recommendations marked as high priority well underway.

Progress on  
projects/initiatives:

No word yet from the FTA on the DBE concurrence required for construction projects this year. It was submitted April 1, 2014.

The appraisal required for the south valley facility land purchase is underway. I hope to have it in hand by early June and will then get the review appraisal moving forward.

Challenges/  
Opportunities:

We are moving forward on the East Fork project. RFB for the pathway project is underway and we are aiming to release it in early June. The Curb Ramp project has some design challenges that we are working through.

# Mountain Rides Staff Report

Date:

05/21/2014

Staff Member:

Jason Miller

Department:

Executive Director

Department  
Highlights from the  
Previous Month:

ICRMP - we had a good visit from our insurance provider, ICRMP, to review our progress on suggestions resulting from the safety audit of our operation from the Washington State Insurance Pool. They seemed very happy with our progress and our commitment to continuing to improve safety and implement best practices.

Federal funding - our operating and capital funding was recommended for approval by the Public Transportation Advisory Committee. It now goes on to the ITD board for approval.

Progress on  
projects/initiatives:

South Valley Facility - we were approved for the conditional uses subject to review of the final design. These were for the two conditional uses of the park and ride and the bulk fuel storage. The RFQ in this board packet will keep the process moving ahead.

Ketchum hub - we received approval from Ketchum Planning and Zoning for the design of the master plan. Next up is city council, tentatively scheduled for June 16th.

Bike ped master plan - final comments have been submitted and are being compiled into a final draft for review and adoption, which should take place by July.

Challenges/  
Opportunities:

Schedule of Ketchum Hub - we had hoped to have the city council approval by May 19th, but the city needs more time for staff to do maintenance estimates. Due to conflicts on June 2nd, we won't be in front of council until June 16th. This means that we are starting to bump against the limit for getting the project constructed this year. Any further delays mean we may not be able to get the project bid and complete this year.

East Fork - due to problems with the crosswalk striping at the East Fork intersection, as well as unforeseen costs to do the 3 other corner improvements, this project to improve the 3 other corners may have to be put on hold. We will still move forward with bidding the path connection from the shelter to the Wood River Trail.



**REGULAR MEETING  
MOUNTAIN RIDES TRANSPORTATION AUTHORITY  
Wednesday, April 16, 2014, 12:30 p.m.  
Ketchum City Hall Meeting Room, Ketchum, Idaho**

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

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

**ALSO** Mountain Rides Executive Director Jason Miller

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

**1. CALL TO ORDER**

Chair Susan McBryant called to order the meeting of Wednesday, March 19, 2014 at 12:30 p.m.

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

**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: (p.2-6)**

*Approve downtown Ketchum transportation hub design details.*

Discussion included the review schedule for the project and an overview of design, safety, signage and shelter considerations, and costs. The Board chose not to make a motion at this meeting, but instead asked Kurt Eggers to add their suggestions to the plan and move forward to the municipal agencies involved in decision-making.

**b. Discussion item: (p.7-13)**

*Discuss winter 2014 customer satisfaction survey results.*

Jason Miller and Kim MacPherson clarified the matter of Sun Valley “residents” numbers and provided an overview of the survey results. The Board praised the excellent ratings of staff by the ridership.

**c. Discussion item: (p.14-15)**

*Discuss FY2015 budget concepts, revenue projections and local funding requests.*

Jason Miller explained the federal funding, insurance, service hours, and local funding. He noted that the District Coordinating Council was very positive about MRTA's operation. Discussion included LOT numbers, transitions costs, administrative costs, and needs of funding partners, residents and visitors. Further discussion included the projected impact of the new hub on ridership and service.

## **5. Committee Reports**

- a. Planning and Marketing Committee report from Chair Steve Wolper (p.16-17)*
  - i. Committee members approved minutes for March & April
- b. Finance and Performance Committee report from Mark Gilbert (p.18)*
  - i. Committee members approved minutes for April

## **6. Staff reports**

- a. Dashboard performance reports for January 2014 (p.19-22)
- b. Operations report (p.23)
- c. Maintenance report (p.24)
- d. Marketing and Outreach report (p.25)
- e. Bike-Ped report (p.26)
- f. Business Manager report (p.27)
- g. Executive Director report (p.28)

Discussion included the use of Mountain Rides buses for student commutes, and ways in which MRTA might work with the school district.

## **7. Consent Calendar items**

- a. Approve minutes (p.29-33) March 19 regular board meeting, April 9 special meeting.
- b. Receive & File financials (p.34-40) February 2014

Following discussion and questions about the financials, **Michael David moved to approve the Consent Calendar items. Joe Miczulski seconded and the motion carried unanimously with Nils Ribí abstaining from the question of the March 19 minutes due to his absence at that meeting.**

Jason Miller expressed gratitude and kudos to the staff and Board for their hard work and great results for MRTA, and further reported on his attendance at the Berkeley training. He advised that many solid practices were advocated there and that it would be of good benefit to MRTA.

## **8. Adjournment**

**David Patrie moved to adjourn. Nils Ribí seconded and the motion carried unanimously.**

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Chairman Susan McBryant





**SPECIAL BOARD MEETING – JOINT COMMITTEE WORKSHOP  
MOUNTAIN RIDES TRANSPORTATION AUTHORITY BOARD OF DIRECTORS  
Wednesday, May 7, 2014  
Webb Conference Room Annex, 191 8<sup>th</sup> Street, Suite D, Ketchum, Idaho 83340**

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

**PRESENT:** Vice-Chairman Mark Gilbert, David Patrie, Joe Miczulski, Michael David, Nils Ribi and Kristin Derrig

**ABSENT:** Secretary Steve Wolper and Chairman Susan McBryant

**ALSO** Mountain Rides Executive Director Jason Miller

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

Mountain Rides Administrative Support Coordinator Kim MacPherson

Mountain Rides Maintenance Manager Rod Domke

**1. CALL TO ORDER**

Vice-Chairman Mark Gilbert called to order the meeting of Wednesday, May 7 at 1:35pm.

**2. Approve declaration of surplus property – three (not two) Ford E350 vanpool vans**

The group discussed the need to surplus three vans with high mileage.

**Mark Gilbert made a motion to approve declaration to surplus three vans. Joe moved and Nils Ribi seconded. The motion passed unanimously.**

**3. Approve Purchase order for one Gillig heavy duty bus utilizing option on existing contract.**

With an 18 month delivery the group discussed the option for purchasing a new Gillig bus. **Mark Gilbert made a motion to approve the contract which has been price adjusted for inflation and not to exceed \$400,000. Mike David moved and Dave Patrie seconded. The motion passed unanimously.**

**4. Discuss approach to design vs. design build for South Valley facility and next steps.**

Jason said things went well at the Bellevue Planning and Zoning meeting. The next approval hearing is on July 28<sup>th</sup> to show design. Staff will have an RFP or RFQ ready for the May board meeting.

**5. Discuss summer committee meeting schedule and committee membership.**

Due to vacation for staff, the July committee meetings have been moved to July 9<sup>th</sup> and the August committee meetings will be held on Friday, August 1<sup>st</sup>.

Joe Miczulski will now be on the Finance & Performance committee and Kristin Derrig will be on Planning & Marketing.

**6. Other items:**

There were none.

**6. ADJOURNMENT**

**With no other business to come before the Board, Board Member David Patrie moved to adjourn the meeting at 2:30 p.m., seconded by Board Member Nils Ribi. Motion passed unanimously.**

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Vice-Chair Mark Gilbert

# Mountain Rides Agenda Item Summary

Date: 05/21/2014

From: Wendy Crosby

Subject: 7b. March financials

Background:

For the month of March 2014:

On the Revenue side, 5311 reimbursements were over budget for the month. Budgeted numbers generally fall off at the end of the grant year (March) but this year because of the 'bumper year' of 5311 funds we continued to draw down late in the grant year. We had a total of \$53K in unused 5311 funds vs. \$64K projected.

Blaine County local revenue shows slightly over budget because their actual contribution will not be adjusted until the purchase agreement for the Bellevue lots becomes unconditional.

Van pool fares are running higher than budget because we have not transferred the capital contribution portion of van pool fares to the Capital Equipment Fund. This will happen later in our FY.

Total Expenses for March were slightly below budget. Payroll was slightly over for the month but is under for year. Fuel is well under for the year and we are hoping prices will hold for the summer.

A few items exceeded the monthly budget but are still expected to come in on budget over the course of the year:

- 54000 Equipment/Tool- over budget for the month due to timing of purchases
- 55000 Rent/Utilities - the south valley rental was stopped in mid-March but we have not received the refund of the security deposit. Utilities ran a little higher than expected over the winter.
- 58000 Comm Exp- ran higher through March due to data overage; expected to fall back in line with budget for the year.

March 2014 Checks Issued:

Large/Unusual Items of note:

- Wells Fargo credit card- \$6,076.60, included Jason's registration for training (\$4,500) and Kim's expenses for the RM conference, which will be partially reimbursed from RTAP
- Facilities Fund- \$25,982 transfer of Excess Operating Funds approved at Feb. board meeting
- ICRMP - \$46,086 semi-annual insurance premium

# MRTA - Operations Main Revenue & Expenditures Budget Performance

March 2014

	Mar 14	Budget	% of Budget	Oct '13 - Mar 14	YTD Budget	% of Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
41000 - Federal Funding							
41200 - Federal - 5311	119,711.00	65,000.00	184.2%	527,672.00	385,000.00	137.1%	770,000.00
41300 - Federal - 5316	0.00	0.00	0.0%	66,955.00	67,000.00	99.9%	67,000.00
41400 - Federal - 5317	8,880.00	5,000.00	177.6%	37,576.00	25,000.00	150.3%	25,000.00
41500 - Federal - Stimulus/5310	0.00	3,000.00	0.0%	0.00	18,000.00	0.0%	35,000.00
<b>Total 41000 - Federal Funding</b>	<b>128,591.00</b>	<b>73,000.00</b>	<b>176.2%</b>	<b>632,203.00</b>	<b>495,000.00</b>	<b>127.7%</b>	<b>897,000.00</b>
42000 - State Funding							
42100 - State - Safe Routes	0.00	1,250.00	0.0%	326.34	3,500.00	9.3%	18,000.00
42400 - State - Training	0.00	2,500.00	0.0%	2,259.83	2,500.00	90.4%	7,500.00
<b>Total 42000 - State Funding</b>	<b>0.00</b>	<b>3,750.00</b>	<b>0.0%</b>	<b>2,586.17</b>	<b>6,000.00</b>	<b>43.1%</b>	<b>25,500.00</b>
43000 - Local Funding							
43100 - Local - Ketchum	39,645.83	39,645.83	100.0%	237,874.98	237,874.98	100.0%	475,750.00
43200 - Local - Hailey	4,901.66	4,901.67	57.5%	29,410.02	29,410.02	100.0%	58,820.00
43300 - Local - Bellevue	14.42	14.42	100.0%	86.51	86.52	100.0%	173.00
43400 - Local - Blaine County	9,226.66	9,000.00	102.5%	55,360.00	54,000.00	102.5%	108,000.00
43500 - Local - Sun Valley	18,020.84	18,020.83	100.0%	108,125.00	108,124.98	100.0%	216,250.00
43600 - Local - Sun Valley Company	25,950.00	25,950.00	100.0%	151,375.00	151,375.00	100.0%	151,375.00
<b>Total 43000 - Local Funding</b>	<b>97,759.41</b>	<b>97,532.75</b>	<b>100.2%</b>	<b>582,231.49</b>	<b>580,871.50</b>	<b>100.2%</b>	<b>1,010,368.00</b>
44000 - Fares							
44100 - Fares - Valley Cash	5,945.25	7,500.00	79.3%	30,757.55	42,000.00	73.2%	76,000.00
44200 - Fares - Valley Passes	4,597.25	8,000.00	57.5%	66,302.55	80,000.00	82.9%	130,000.00
44300 - Fares - Vanpool	15,462.02	8,000.00	193.3%	83,208.86	50,000.00	166.4%	175,000.00
44400 - Fares - ADA	64.00	85.00	75.3%	570.00	510.00	111.8%	1,000.00
<b>Total 44000 - Fares</b>	<b>26,068.52</b>	<b>23,585.00</b>	<b>110.5%</b>	<b>180,838.96</b>	<b>172,510.00</b>	<b>104.8%</b>	<b>382,000.00</b>
45000 - Revenue							
45100 - Rev - Advertising	3,220.83	4,000.00	80.5%	32,752.48	24,000.00	136.5%	48,000.00
45200 - Rev - Business Sponsors	0.00	0.00	0.0%	0.00	0.00	0.0%	1,000.00
45450 - Rev - Misc.	0.00			261.70			
45500 - Rev - Charter/Special Event	1,576.25	1,000.00	157.6%	4,063.75	4,000.00	101.6%	15,000.00
45600 - Rev - Bike Share- Bike Swap	0.00	750.00	0.0%	40.00	750.00	5.3%	6,000.00
<b>Total 45000 - Revenue</b>	<b>4,797.08</b>	<b>5,750.00</b>	<b>83.4%</b>	<b>37,117.93</b>	<b>28,750.00</b>	<b>129.1%</b>	<b>70,000.00</b>
47000 - Private Donations							
47100 - Priv. Donation - Foundations	0.00	0.00	0.0%	0.00	0.00	0.0%	500.00
<b>Total 47000 - Private Donations</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>500.00</b>
48000 - Transfers							
48400 - Transfer - Housing Fund	1,666.67	1,666.67	100.0%	10,000.01	10,000.02	100.0%	20,000.00
<b>Total 48000 - Transfers</b>	<b>1,666.67</b>	<b>1,666.67</b>	<b>100.0%</b>	<b>10,000.01</b>	<b>10,000.02</b>	<b>100.0%</b>	<b>20,000.00</b>
49000 - Interest Income	21.63	41.67	51.9%	78.15	250.02	31.3%	500.00
49500 - Diesel Tax Refunds	0.00	0.00	0.0%	7,378.00	7,500.00	98.4%	18,000.00
49600 - Misc. Income	0.00			5.00			
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>258,904.31</b>	<b>205,326.09</b>	<b>126.1%</b>	<b>1,472,438.71</b>	<b>1,320,881.54</b>	<b>111.5%</b>	<b>2,443,868.00</b>
<b>Gross Profit</b>	<b>258,904.31</b>	<b>205,326.09</b>	<b>126.1%</b>	<b>1,472,438.71</b>	<b>1,320,881.54</b>	<b>111.5%</b>	<b>2,443,868.00</b>
<b>Expense</b>							
51000 - Payroll Expenses							
51100 - Salaries and Wages	107,659.58	101,250.00	106.3%	621,646.84	624,250.00	99.6%	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	6,105.18	6,845.00	91.9%	36,674.96	37,390.00	98.1%	71,175.00
51350 - Medicare Tax Expense	1,501.96	1,441.67	104.2%	8,651.37	8,943.01	96.7%	16,947.00
51400 - Retirement Plan Expenses	7,907.48	8,450.00	93.6%	44,405.23	53,400.00	83.2%	96,500.00
51500 - Workers Comp Expense	0.00	0.00	0.0%	17,499.00	22,500.00	77.8%	45,000.00
51600 - SUI Expense	1,880.01	2,646.67	71.0%	9,478.42	15,465.02	61.3%	28,000.00
51700 - Medical Ins. Expense	10,582.47	10,350.00	102.2%	63,063.36	60,800.00	103.7%	123,000.00
51800 - Dental Ins. Expense	1,003.06	958.33	104.7%	5,774.59	5,749.98	100.4%	11,500.00
51975 - Employee Assistance expense	0.00	0.00	0.0%	0.00	0.00	0.0%	5,000.00
51000 - Payroll Expenses - Other	126.00	141.67	88.9%	742.50	850.02	87.4%	1,700.00
<b>Total 51000 - Payroll Expenses</b>	<b>136,765.74</b>	<b>131,883.34</b>	<b>103.7%</b>	<b>807,936.27</b>	<b>829,348.03</b>	<b>97.4%</b>	<b>1,528,590.00</b>
52000 - Insurance Expense							
52100 - Ins. - Vehicles	46,086.00	50,000.00	92.2%	103,601.67	105,000.00	98.7%	105,000.00
52150 - Ins - Deductibles/claims	0.00	0.00	0.0%	2,045.49	4,000.00	51.1%	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>46,086.00</b>	<b>50,000.00</b>	<b>92.2%</b>	<b>105,647.16</b>	<b>109,000.00</b>	<b>96.9%</b>	<b>111,000.00</b>
53000 - Professional Fees							
53100 - Accounting & Audit	0.00	0.00	0.0%	9,600.00	9,500.00	101.1%	10,000.00
53200 - IT Systems	230.00	766.67	30.0%	2,104.75	9,400.02	22.4%	14,000.00
53400 - Legal Fees	0.00	500.00	0.0%	1,274.00	4,500.00	28.3%	8,000.00
53500 - Other Professional Fees	1,042.92	750.00	139.1%	3,848.00	5,550.00	69.3%	10,500.00
<b>Total 53000 - Professional Fees</b>	<b>1,272.92</b>	<b>2,016.67</b>	<b>63.1%</b>	<b>16,826.75</b>	<b>28,950.02</b>	<b>58.1%</b>	<b>42,500.00</b>
54000 - Equipment/ Tool Expense							
54100 - Shop Equipment expense	795.00	100.00	795.0%	2,375.70	2,300.00	103.3%	3,000.00
54200 - Shop Tools	38.99	250.00	15.6%	417.16	1,250.00	33.4%	2,000.00
54300 - Office Equipment	0.00	100.00	0.0%	615.00	1,000.00	61.5%	2,000.00
<b>Total 54000 - Equipment/ Tool Expense</b>	<b>833.99</b>	<b>450.00</b>	<b>185.3%</b>	<b>3,407.86</b>	<b>4,550.00</b>	<b>74.9%</b>	<b>7,000.00</b>
55000 - Rent and Utilities							
55100 - Rent	2 100.00	2 500.00	84.0%	13,235.00	13,800.00	95.9%	26,500.00
55200 - Utilities	3,352.39	2,000.00	167.6%	11,338.33	10,100.00	112.3%	16,500.00
<b>Total 55000 - Rent and Utilities</b>	<b>5,452.39</b>	<b>4,500.00</b>	<b>121.2%</b>	<b>24,573.33</b>	<b>23,900.00</b>	<b>102.8%</b>	<b>43,000.00</b>
56000 - Supplies							
56100 - Office Supplies	79.25	300.00	26.4%	792.45	1,300.00	61.0%	2,500.00
56200 - Janitorial & Safety Supplies	0.00	125.00	0.0%	2,468.55	1,325.00	186.3%	2,000.00
56300 - Department Supplies	1,051.80	766.67	137.2%	3,359.18	5,550.02	60.5%	10,000.00
56400 - Uniforms	150.05	0.00	100.0%	2,452.05	1,500.00	163.5%	4,500.00
56500 - Postage and Delivery	171.46	75.00	228.6%	500.17	450.00	111.1%	900.00
<b>Total 56000 - Supplies</b>	<b>1,452.56</b>	<b>1,266.67</b>	<b>114.7%</b>	<b>9,572.41</b>	<b>10,125.02</b>	<b>94.5%</b>	<b>19,900.00</b>
57000 - Repairs and Maintenance							
57100 - Equipment Repairs/Maintenance	451.39	200.00	225.7%	3,480.03	1,300.00	267.7%	2,500.00
57200 - Building Repairs/Maintenance	65.33	0.00	100.0%	6,695.23	9,000.00	74.4%	10,000.00
57250 - Bus Stop Repairs/Maint	215.00	300.00	71.7%	264.06	1,250.00	21.1%	3,000.00
57300 - Grounds Repairs/Maintenance	0.00	100.00	0.0%	1,735.28	2,200.00	78.9%	2,500.00
57500 - Janitorial Services	182.00	208.33	87.4%	945.00	1,249.98	75.6%	2,500.00
<b>Total 57000 - Repairs and Maintenance</b>	<b>913.72</b>	<b>808.33</b>	<b>113.0%</b>	<b>13,119.60</b>	<b>14,999.98</b>	<b>87.5%</b>	<b>20,500.00</b>
58000 - Communications Expense							
58100 - Office Phone Expense	67.79	400.00	16.9%	1,977.01	2,400.00	82.4%	5,000.00
58200 - Cell & Two-Way Mobile	1,743.10	750.00	232.4%	5,048.67	4,168.68	121.2%	7,500.00
58300 - Internet/Website	183.77	300.00	61.3%	1,266.40	1,100.00	115.1%	2,500.00
58400 - On-Board Vehicle Computers	0.00			10.00			
<b>Total 58000 - Communications Expense</b>	<b>1,994.66</b>	<b>1,450.00</b>	<b>137.6%</b>	<b>8,302.08</b>	<b>7,668.68</b>	<b>108.3%</b>	<b>16,000.00</b>
59000 - Travel and Training							
59100 - Vehicle/Airfare	602.87	600.00	100.5%	2,777.93	2,100.00	132.3%	6,000.00
59200 - Lodging	653.00	1,000.00	65.3%	1,082.91	1,250.00	86.6%	4,000.00
59300 - Meals/Entertainment	0.00	100.00	0.0%	291.22	950.00	30.7%	3,000.00
59400 - Training/Education	0.00	4,500.00	0.0%	5,239.59	5,250.00	99.8%	6,000.00
<b>Total 59000 - Travel and Training</b>	<b>1,255.87</b>	<b>6,200.00</b>	<b>20.3%</b>	<b>9,391.65</b>	<b>9,550.00</b>	<b>98.3%</b>	<b>19,000.00</b>
60000 - Business Expenses							
60100 - Business Registration Fees	46.00	0.00	100.0%	92.00	200.00	46.0%	500.00
60400 - Dues & Subscriptions	0.00	1,500.00	0.0%	615.00	2,450.00	25.1%	7,500.00
60500 - Bank Fees	282.87	50.00	565.7%	331.96	300.00	110.7%	600.00
60700 - Bad Debt	0.00			55.00			
60000 - Business Expenses - Other	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
<b>Total 60000 - Business Expenses</b>	<b>328.87</b>	<b>1,050.00</b>	<b>31.3%</b>	<b>1,093.96</b>	<b>2,950.00</b>	<b>37.1%</b>	<b>8,600.00</b>

# MRTA - Operations Main Revenue & Expenditures Budget Performance

March 2014

	Mar 14	Budget	% of Budget	Oct '13 - Mar 14	YTD Budget	% of Budget	Annual Budget
<b>61000 - Advertising</b>							
61100 - Print Advertising	-427.64	316.66	-135.0%	1,897.94	3,149.96	60.3%	8,000.00
61200 - Radio Advertising	0.00	125.00	0.0%	0.00	750.00	0.0%	1,500.00
61300 - Online Advertising	0.00	41.67	0.0%	175.00	250.02	70.0%	500.00
61400 - Vehicle Graphics	0.00	1,500.00	0.0%	292.00	3,500.00	8.3%	5,500.00
61500 - Bus. Adv. Contract	873.33	1,000.00	87.3%	7,048.01	6,000.00	117.5%	11,000.00
<b>Total 61000 - Advertising</b>	<b>445.69</b>	<b>2,983.33</b>	<b>14.9%</b>	<b>9,412.95</b>	<b>13,649.98</b>	<b>69.0%</b>	<b>26,500.00</b>
<b>62000 - Marketing and Promotion</b>							
62100 - Info. Displays-Stop Signage	64.58	200.00	32.3%	1,227.35	2,050.00	59.9%	4,000.00
62200 - Graphic Design	0.00	300.00	0.0%	2,050.00	2,400.00	85.4%	6,500.00
62300 - Promotional Items	0.00	0.00	0.0%	0.00	0.00	0.0%	3,000.00
62400 - Events and Misc.	97.69	0.00	100.0%	217.69	300.00	72.6%	3,500.00
62450 - External Marketing Support	0.00			0.00	0.00	0.0%	0.00
62500 - Internal Marketing / Events	90.42	750.00	12.1%	6,172.92	3,500.00	176.4%	3,500.00
<b>Total 62000 - Marketing and Promotion</b>	<b>252.69</b>	<b>1,250.00</b>	<b>20.2%</b>	<b>9,667.96</b>	<b>8,250.00</b>	<b>117.2%</b>	<b>20,500.00</b>
<b>63000 - Printing and Reproduction</b>							
63100 - Copies, Passes & Flyers	23.49	100.00	23.5%	732.66	1,075.00	68.2%	3,000.00
63200 - Schedules, Maps & Brochures	0.00	0.00	0.0%	5,706.17	5,500.00	103.7%	9,000.00
<b>Total 63000 - Printing and Reproduction</b>	<b>23.49</b>	<b>100.00</b>	<b>23.5%</b>	<b>6,438.83</b>	<b>6,575.00</b>	<b>97.9%</b>	<b>12,000.00</b>
<b>64000 - Fuel Expense</b>	<b>34,376.89</b>	<b>35,000.00</b>	<b>98.2%</b>	<b>177,931.52</b>	<b>199,078.00</b>	<b>89.4%</b>	<b>367,078.00</b>
<b>65000 - Vehicle Maintenance</b>							
65100 - Parts Expense	8,818.16	7,500.00	117.6%	47,134.32	52,500.00	89.8%	95,000.00
65200 - Fluids Expense	276.54	1,333.33	20.9%	7,122.27	9,166.67	77.7%	16,000.00
65300 - Tires Expense	701.30	2,500.00	28.1%	22,682.36	25,625.00	88.5%	30,000.00
65400 - Purchased Services	1,222.20	1,750.00	69.8%	6,538.84	5,750.00	113.7%	8,700.00
65500 - Vehicle Computer/Diagnostic	0.00	166.67	0.0%	0.00	1,000.02	0.0%	2,000.00
<b>Total 65000 - Vehicle Maintenance</b>	<b>11,020.20</b>	<b>13,250.00</b>	<b>83.2%</b>	<b>83,477.79</b>	<b>94,041.69</b>	<b>88.8%</b>	<b>151,700.00</b>
<b>69500 - Contingency Expense-Operations</b>	<b>4,166.67</b>	<b>4,166.67</b>	<b>100.0%</b>	<b>25,000.02</b>	<b>25,000.02</b>	<b>100.0%</b>	<b>50,000.00</b>
<b>Total Expense</b>	<b>246,642.35</b>	<b>256,375.01</b>	<b>96.2%</b>	<b>1,311,800.14</b>	<b>1,387,634.42</b>	<b>94.5%</b>	<b>2,443,868.00</b>
<b>Net Ordinary Income</b>	<b>12,261.96</b>	<b>-51,048.92</b>	<b>-24.0%</b>	<b>160,638.57</b>	<b>-66,752.88</b>	<b>-240.6%</b>	<b>0.00</b>
<b>Net Income</b>	<b>12,261.96</b>	<b>-51,048.92</b>	<b>-24.0%</b>	<b>160,638.57</b>	<b>-66,752.88</b>	<b>-240.6%</b>	<b>0.00</b>

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05/16/14

Accrual Basis

# MRTA - Operations Main

## Checks Issued

### As of March 31, 2014

Type	Date	Num	Name	Memo	Amount	Balance
<b>11100 - Mountain West Checking</b>						-2,740.53
Bill Pmt -Check	03/04/2014	3909	FallLine	KAR353	-297.09	-3,037.62
Bill Pmt -Check	03/04/2014	3910	Virginia Rhinehart	Monthly Rent	-1,800.00	-4,837.62
Bill Pmt -Check	03/04/2014	3911	White Cloud Communications Inc.		-288.00	-5,125.62
Deposit	03/04/2014			Deposit	1,464.40	-3,661.22
Deposit	03/05/2014			Deposit	4,337.00	675.78
Bill Pmt -Check	03/05/2014	3912	Integrated Technologies		-54.12	621.66
Bill Pmt -Check	03/05/2014	3913	Nicole Brown		-1,149.17	-527.51
Bill Pmt -Check	03/05/2014	3914	Zee Medical Inc.		-148.30	-675.81
Bill Pmt -Check	03/05/2014	3915	Gillig LLC	36869600	-3,635.52	-4,311.33
Bill Pmt -Check	03/05/2014	3916	Luke's Family Pharmacy/Fisher Ja...		-89.50	-4,400.83
Bill Pmt -Check	03/05/2014	ACH	CenturyLink 208-726-7140 623B	208-726-1690 623B	-123.66	-4,524.49
Bill Pmt -Check	03/05/2014	ACH	Cox Communications	001-2401-205184001	-36.32	-4,560.81
Bill Pmt -Check	03/05/2014	3917	Steve's Quick Service		-33.86	-4,594.67
Bill Pmt -Check	03/05/2014	3918	AlSCO		-156.67	-4,751.34
Deposit	03/05/2014			Deposit	582.50	-4,168.84
Bill Pmt -Check	03/06/2014	3919	Windy City Arts Inc.		-1,042.00	-5,210.84
Bill Pmt -Check	03/06/2014	3920	NAPA Auto Parts		-770.15	-5,980.99
Bill Pmt -Check	03/06/2014	3921	Allstar Property Services, Inc.		-1,027.03	-7,008.02
Bill Pmt -Check	03/06/2014	3922	American Funds	plan ID BRK100102	-187.50	-7,195.52
Bill Pmt -Check	03/06/2014	3923	Kim MacPherson'	expense reimbursement	-28.64	-7,224.16
Bill Pmt -Check	03/06/2014	3924	National Benefit Services, LLC		-1,510.09	-8,734.25
Bill Pmt -Check	03/06/2014	3925	Randy Shroyer	expense reimbursement	-39.85	-8,774.10
Bill Pmt -Check	03/06/2014	3926	River Run Auto Parts, Inc.		-8.39	-8,782.49
Deposit	03/06/2014			Deposit	46,174.16	37,391.67
Deposit	03/06/2014			Deposit	165.00	37,556.67
Deposit	03/06/2014			Deposit	503.85	38,060.52
Bill Pmt -Check	03/07/2014	3927	AC Houston Lumber Company	16203-1	-36.78	38,023.74
Bill Pmt -Check	03/07/2014	3928	Les Schwab	117-00888	-2,288.32	35,735.42
Deposit	03/07/2014			Deposit	250.00	35,985.42
Deposit	03/07/2014			Deposit	90.00	36,075.42
Bill Pmt -Check	03/07/2014	3929	Chateau Drug & True Value Hard...		-36.83	36,038.59
Deposit	03/10/2014			Deposit	43.39	36,081.98
Bill Pmt -Check	03/10/2014	3930	Alexander Clark Printing	Cust #66170	-102.11	35,979.87
Bill Pmt -Check	03/10/2014	3931	Atkinsons' Grocery		-95.63	35,884.24
Bill Pmt -Check	03/10/2014	3932	Brody Chemical Inc.		-67.99	35,816.25
Bill Pmt -Check	03/10/2014	3933	Freightliner of Idaho		-474.50	35,341.75
Bill Pmt -Check	03/10/2014	3934	Greyhound Design		-70.00	35,271.75
Bill Pmt -Check	03/10/2014	3935	L.L. Green's Hardware		-28.49	35,243.26
Bill Pmt -Check	03/10/2014	3936	Clear Creek Disposal	1327	-77.53	35,165.73
Bill Pmt -Check	03/10/2014	3937	Ketchum Computers, Inc.		-115.00	35,050.73
Bill Pmt -Check	03/10/2014	3938	LiftLogic, Inc.		-2,274.96	32,775.77
Bill Pmt -Check	03/10/2014	3939	Sentinel Fire & Security		-557.44	32,218.33
Bill Pmt -Check	03/10/2014	3940	St Luke's Clinic - Hailey	940000328	-68.00	32,150.33
Bill Pmt -Check	03/10/2014	3941	Business As Usual		-8.95	32,141.38
Deposit	03/10/2014			Deposit	38.54	32,179.92
Deposit	03/11/2014			Deposit	888.95	33,068.87
Liability Check	03/12/2014		QuickBooks Payroll Service	Created by Payroll Se...	-41,584.87	-8,516.00
Deposit	03/12/2014			Deposit	40,000.00	31,484.00
Deposit	03/12/2014			Deposit	32,831.83	64,315.83
Deposit	03/12/2014			Deposit	138,277.00	202,592.83
Paycheck	03/13/2014	DD	Aguilar, Hortencia	Direct Deposit	0.00	202,592.83
Paycheck	03/13/2014	DD	Aguilar, Meliton	Direct Deposit	0.00	202,592.83
Paycheck	03/13/2014	DD	Anderson, Charles	Direct Deposit	0.00	202,592.83
Paycheck	03/13/2014	DD	Conlago, Maira P.	Direct Deposit	0.00	202,592.83
Paycheck	03/13/2014	DD	Djasran JR, Johnny	Direct Deposit	0.00	202,592.83
Paycheck	03/13/2014	DD	Domke, Rodney F	Direct Deposit	0.00	202,592.83
Paycheck	03/13/2014	DD	Fairbrook, Douglas H	Direct Deposit	0.00	202,592.83
Paycheck	03/13/2014	DD	Finch, James F	Direct Deposit	0.00	202,592.83
Paycheck	03/13/2014	DD	Glasscock, David T	Direct Deposit	0.00	202,592.83
Paycheck	03/13/2014	DD	Gray, Stuart	Direct Deposit	0.00	202,592.83
Paycheck	03/13/2014	DD	Green, William E	Direct Deposit	0.00	202,592.83
Paycheck	03/13/2014	DD	Grubbs, Torrey E	Direct Deposit	0.00	202,592.83
Paycheck	03/13/2014	DD	Harder, Mike	Direct Deposit	0.00	202,592.83
Paycheck	03/13/2014	DD	Holloway, Junichi J	Direct Deposit	0.00	202,592.83
Paycheck	03/13/2014	DD	Johnson, Mark F	Direct Deposit	0.00	202,592.83
Paycheck	03/13/2014	DD	Juarez, Felimon	Direct Deposit	0.00	202,592.83
Paycheck	03/13/2014	DD	Kelly, David W	Direct Deposit	0.00	202,592.83
Paycheck	03/13/2014	DD	Kirkpatrick, Wendy J	Direct Deposit	0.00	202,592.83
Paycheck	03/13/2014	DD	Knudsen, Michael W	Direct Deposit	0.00	202,592.83
Paycheck	03/13/2014	DD	Larsson, Larry D	Direct Deposit	0.00	202,592.83
Paycheck	03/13/2014	DD	Leon, Teofilo O	Direct Deposit	0.00	202,592.83
Paycheck	03/13/2014	DD	MacPherson, Kim	Direct Deposit	0.00	202,592.83
Paycheck	03/13/2014	DD	McCarty, Isabelle	Direct Deposit	0.00	202,592.83
Paycheck	03/13/2014	DD	Miller, Jason M	Direct Deposit	0.00	202,592.83
Paycheck	03/13/2014	DD	Nestor, Robert A	Direct Deposit	0.00	202,592.83
Paycheck	03/13/2014	DD	Parker, Michael J	Direct Deposit	0.00	202,592.83
Paycheck	03/13/2014	DD	Parker, Roger G	Direct Deposit	0.00	202,592.83

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Accrual Basis

# MRTA - Operations Main

## Checks Issued

### As of March 31, 2014

Type	Date	Num	Name	Memo	Amount	Balance
Paycheck	03/13/2014	DD	Romero-Campos, Raul	Direct Deposit	0.00	202,592.83
Paycheck	03/13/2014	DD	Selisch, Kurt	Direct Deposit	0.00	202,592.83
Paycheck	03/13/2014	DD	Shroyer, Randall R	Direct Deposit	0.00	202,592.83
Paycheck	03/13/2014	DD	Sproule, William	Direct Deposit	0.00	202,592.83
Paycheck	03/13/2014	DD	Stavros, William A.	Direct Deposit	0.00	202,592.83
Paycheck	03/13/2014	DD	Tellez, Carlos	Direct Deposit	0.00	202,592.83
Paycheck	03/13/2014	DD	Torres, April L	Direct Deposit	0.00	202,592.83
Paycheck	03/13/2014	DD	Uberuaga, Richard S	Direct Deposit	0.00	202,592.83
Paycheck	03/13/2014	DD	Vasquez, Pamela	Direct Deposit	0.00	202,592.83
Paycheck	03/13/2014	DD	Vega, Roberto	Direct Deposit	0.00	202,592.83
Paycheck	03/13/2014	DD	Victorino, Jose L	Direct Deposit	0.00	202,592.83
Paycheck	03/13/2014	DD	Williams-Mehra, Colleen	Direct Deposit	0.00	202,592.83
Paycheck	03/13/2014	DD	Williams, Gordon K	Direct Deposit	0.00	202,592.83
Liability Check	03/13/2014	3965	Blaine County Collectors	April Torres	-100.00	202,492.83
Liability Check	03/13/2014	3966	Idaho Child Support Receipting	326231	-244.60	202,248.23
Liability Check	03/13/2014	3967	National Benefit Services, LLC	Mountain Rides FSA	-224.67	202,023.56
Deposit	03/13/2014			Deposit	759.69	202,783.25
Liability Check	03/14/2014	E-pay	United States Treasury	82-0382250 QB Track...	-12,636.76	190,146.49
Deposit	03/14/2014			Deposit	948.37	191,094.86
Deposit	03/17/2014			Deposit	565.00	191,659.86
Bill Pmt -Check	03/18/2014	ACH	Intermtn Gas Co #10630400-001-6	#10630400-001-6	-1,422.31	190,237.55
Bill Pmt -Check	03/18/2014	ACH	Intermtn Gas Co #10630400-353-1	#10630400-353-1	-154.14	190,083.41
Bill Pmt -Check	03/18/2014	ACH	Intermtn Gas Co #10630400-353-1	#10630400-353-1	-256.37	189,827.04
Deposit	03/18/2014			Deposit	20,501.92	210,328.96
Deposit	03/18/2014			Deposit	743.95	211,072.91
Bill Pmt -Check	03/19/2014	3942	Associated Petroleum Products, I...		-16,761.74	194,311.17
Bill Pmt -Check	03/19/2014	3943	Canteen Vending formerly Magic ...		-65.00	194,246.17
Bill Pmt -Check	03/19/2014	3944	Johnny G's Sub Shack		-80.25	194,165.92
Bill Pmt -Check	03/19/2014	3945	Mack Center	4130 Glenbrook Dr #D	-300.00	193,865.92
Bill Pmt -Check	03/19/2014	3946	Minert & Associates, Inc.		-45.00	193,820.92
Bill Pmt -Check	03/19/2014	3947	United Oil		-538.45	193,282.47
Bill Pmt -Check	03/19/2014	3948	Wells Fargo		-6,076.60	187,205.87
Bill Pmt -Check	03/19/2014	ACH	City of Hailey	40205001	-65.68	187,140.19
Bill Pmt -Check	03/19/2014	ACH	Verizon Wireless 208-720-7044		-2.16	187,138.03
Bill Pmt -Check	03/19/2014	3949	Cummins Rocky Mountain LLC		-422.78	186,715.25
Bill Pmt -Check	03/19/2014	3950	Mack Center	4130 Glenbrook Dr #D	-117.71	186,597.54
Liability Check	03/20/2014	TAP	Idaho State Tax Commission	000186434	-3,960.00	182,637.54
Check	03/20/2014	ACH	Intuit		-274.99	182,362.55
Deposit	03/21/2014			Deposit	64.00	182,426.55
Deposit	03/21/2014			Deposit	450.00	182,876.55
Bill Pmt -Check	03/23/2014	3959	American Funds	plan ID BRK100102	-62.50	182,814.05
Bill Pmt -Check	03/23/2014	3951	Associated Petroleum Products, I...		-15,573.99	167,240.06
Bill Pmt -Check	03/23/2014	3952	Frank Edwards Co formerly Kaps ...		-204.00	167,036.06
Bill Pmt -Check	03/23/2014	3953	Gem State Welders Supply Inc.		-115.44	166,920.62
Bill Pmt -Check	03/23/2014	3954	Schaeffer MFG. CO.	1140316	-2,456.15	164,464.47
Bill Pmt -Check	03/23/2014	3955	Smith Power Products		-172.29	164,292.18
Bill Pmt -Check	03/23/2014	3956	ULINE	customer #8077959	-417.53	163,874.65
Bill Pmt -Check	03/23/2014	3957	White Cloud Communications Inc.		-396.62	163,478.03
Bill Pmt -Check	03/23/2014	3958	Certified Folder Display Service, Inc		-60.80	163,417.23
Bill Pmt -Check	03/24/2014	ACH	Verizon Wireless	942013229	-511.32	162,905.91
Check	03/24/2014	ACH	Capital Equipment Fund	monthly transfer Feb 2...	-5,603.62	157,302.29
Check	03/24/2014	ACH	Facilities Fund	monthly transfer Feb 2...	-5,603.63	151,698.66
Check	03/24/2014	ACH	Capital Equipment Fund	monthly transfer Feb 2...	-4,725.00	146,973.66
Deposit	03/24/2014			Deposit	695.00	147,668.66
Check	03/24/2014	ACH	Intuit	CHECK ORDER	-224.98	147,443.68
Check	03/24/2014	ACH	Facilities Fund	transfer Excess Op Fu...	-25,982.00	121,461.68
Deposit	03/25/2014			Deposit	643.50	122,105.18
Check	03/25/2014	ACH	Contingency Fund	monthly transfer- Feb ...	-4,166.67	117,938.51
Liability Check	03/26/2014		QuickBooks Payroll Service	Created by Payroll Se...	-39,692.85	78,245.66
Deposit	03/27/2014			Deposit	95.88	78,341.54
Paycheck	03/27/2014	DD	Aguilar, Hortencia	Direct Deposit	0.00	78,341.54
Paycheck	03/27/2014	DD	Aguilar, Meliton	Direct Deposit	0.00	78,341.54
Paycheck	03/27/2014	3961	Anderson, Charles	Direct Deposit	-773.22	77,568.32
Paycheck	03/27/2014	DD	Conlago, Maira P.	Direct Deposit	0.00	77,568.32
Paycheck	03/27/2014	DD	Djasran JR, Johnny	Direct Deposit	0.00	77,568.32
Paycheck	03/27/2014	DD	Domke, Rodney F	Direct Deposit	0.00	77,568.32
Paycheck	03/27/2014	DD	Fairbrook, Douglas H	Direct Deposit	0.00	77,568.32
Paycheck	03/27/2014	DD	Finch, James F	Direct Deposit	0.00	77,568.32
Paycheck	03/27/2014	DD	Glasscock, David T	Direct Deposit	0.00	77,568.32
Paycheck	03/27/2014	DD	Gray, Stuart	Direct Deposit	0.00	77,568.32
Paycheck	03/27/2014	DD	Green, William E	Direct Deposit	0.00	77,568.32
Paycheck	03/27/2014	DD	Grubbs, Torrey E	Direct Deposit	0.00	77,568.32
Paycheck	03/27/2014	DD	Harder, Mike	Direct Deposit	0.00	77,568.32
Paycheck	03/27/2014	DD	Holloway, Junichi J	Direct Deposit	0.00	77,568.32
Paycheck	03/27/2014	DD	Johnson, Mark F	Direct Deposit	0.00	77,568.32
Paycheck	03/27/2014	DD	Juarez, Felimon	Direct Deposit	0.00	77,568.32
Paycheck	03/27/2014	DD	Kelly, David W	Direct Deposit	0.00	77,568.32
Paycheck	03/27/2014	DD	Kirkpatrick, Wendy J	Direct Deposit	0.00	77,568.32

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Accrual Basis

# MRTA - Operations Main

## Checks Issued

### As of March 31, 2014

Type	Date	Num	Name	Memo	Amount	Balance
Paycheck	03/27/2014	DD	Knudsen, Michael W	Direct Deposit	0.00	77,568.32
Paycheck	03/27/2014	DD	Larsson, Larry D	Direct Deposit	0.00	77,568.32
Paycheck	03/27/2014	DD	Leon, Teofilo O	Direct Deposit	0.00	77,568.32
Paycheck	03/27/2014	DD	MacPherson, Kim	Direct Deposit	0.00	77,568.32
Paycheck	03/27/2014	DD	McCarty, Isabelle	Direct Deposit	0.00	77,568.32
Paycheck	03/27/2014	DD	Miller, Jason M	Direct Deposit	0.00	77,568.32
Paycheck	03/27/2014	DD	Nestor, Robert A	Direct Deposit	0.00	77,568.32
Paycheck	03/27/2014	DD	Parker, Michael J	Direct Deposit	0.00	77,568.32
Paycheck	03/27/2014	DD	Parker, Roger G	Direct Deposit	0.00	77,568.32
Paycheck	03/27/2014	DD	Romero-Campos, Raul	Direct Deposit	0.00	77,568.32
Paycheck	03/27/2014	DD	Selisch, Kurt	Direct Deposit	0.00	77,568.32
Paycheck	03/27/2014	DD	Shroyer, Randall R	Direct Deposit	0.00	77,568.32
Paycheck	03/27/2014	DD	Sproule, William	Direct Deposit	0.00	77,568.32
Paycheck	03/27/2014	DD	Stavros, William A.	Direct Deposit	0.00	77,568.32
Paycheck	03/27/2014	DD	Tellez, Carlos	Direct Deposit	0.00	77,568.32
Paycheck	03/27/2014	DD	Thea, Karen J	Direct Deposit	0.00	77,568.32
Paycheck	03/27/2014	DD	Torres, April L	Direct Deposit	0.00	77,568.32
Paycheck	03/27/2014	DD	Uberuaga, Richard S	Direct Deposit	0.00	77,568.32
Paycheck	03/27/2014	DD	Vasquez, Pamela	Direct Deposit	0.00	77,568.32
Paycheck	03/27/2014	DD	Vega, Roberto	Direct Deposit	0.00	77,568.32
Paycheck	03/27/2014	DD	Victorino, Jose L	Direct Deposit	0.00	77,568.32
Paycheck	03/27/2014	DD	Williams-Mehra, Colleen	Direct Deposit	0.00	77,568.32
Paycheck	03/27/2014	DD	Williams, Gordon K	Direct Deposit	0.00	77,568.32
Liability Check	03/27/2014	3962	Blaine County Collectors	April Torres	-100.00	77,468.32
Liability Check	03/27/2014	3963	Idaho Child Support Receipting	326231	-244.60	77,223.72
Liability Check	03/27/2014	3964	National Benefit Services, LLC	Mountain Rides FSA	-224.67	76,999.05
Deposit	03/27/2014			Deposit	17,861.00	94,860.05
Bill Pmt -Check	03/27/2014	3971	Harmony Design & Engineering		-2,800.00	92,060.05
Bill Pmt -Check	03/27/2014	3972	Integrated Technologies		-43.49	92,016.56
Bill Pmt -Check	03/27/2014	3973	Jason Miller	expense reimbursement	-1,216.00	90,800.56
Bill Pmt -Check	03/27/2014	3974	Jim Finch	expense reimbursement	-45.00	90,755.56
Bill Pmt -Check	03/27/2014	3975	Ketchum Computers, Inc.		-115.00	90,640.56
Bill Pmt -Check	03/27/2014	3976	Kim MacPherson'	expense reimbursement	-25.71	90,614.85
Bill Pmt -Check	03/27/2014	3977	Maestro Technology Solutions		-877.52	89,737.33
Bill Pmt -Check	03/27/2014	3978	Sentinel Fire & Security		-65.33	89,672.00
Bill Pmt -Check	03/27/2014	3979	Wendy Crosby	expense reimbursement	-208.87	89,463.13
Bill Pmt -Check	03/27/2014	3980	Smith Power Products		-278.31	89,184.82
Bill Pmt -Check	03/27/2014	3981	ICRMP	Policy # 30A19030100...	-46,086.00	43,098.82
Bill Pmt -Check	03/27/2014	ACH	CenturyLink 208-726-7140 623B	208-726-1690 623B	-147.79	42,951.03
Bill Pmt -Check	03/27/2014	ACH	Cox Communications	001-2401-205184001	-33.77	42,917.26
Bill Pmt -Check	03/27/2014	ACH	Idaho Power Acc#2204788885		-472.03	42,445.23
Bill Pmt -Check	03/27/2014	ACH	Idaho Power Acct.#2204640144		-205.93	42,239.30
Liability Check	03/28/2014	E-pay	United States Treasury	82-0382250 QB Track...	-12,109.32	30,129.98
Deposit	03/28/2014			Deposit	797.70	30,927.68
Liability Check	03/31/2014	ACH	Aflac	DQR88	-420.36	30,507.32
Liability Check	03/31/2014	3969	Blue Cross of Idaho	10034150-R001	-13,550.55	16,956.77
Liability Check	03/31/2014	3970	Met Life SBC	KM05725871	-1,304.68	15,652.09
Deposit	03/31/2014			Deposit	1,666.67	17,318.76
Bill Pmt -Check	03/31/2014	3982	Nicole Brown		-873.33	16,445.43
Bill Pmt -Check	03/31/2014	3983	Virginia Rhinehart	Monthly Rent	-1,800.00	14,645.43
Deposit	03/31/2014			Deposit	2,411.50	17,056.93
Deposit	03/31/2014			Deposit	769.80	17,826.73
Deposit	03/31/2014			Interest	6.90	17,833.63
Total 11100 · Mountain West Checking					20,574.16	17,833.63
<b>TOTAL</b>					<b>20,574.16</b>	<b>17,833.63</b>

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

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

*W. King*

Signed

*Business Manager*

Title

5/21/14

Date