



Mountain Rides Transportation Authority

PUBLIC NOTICE of Regular Board Meeting Agenda

11:30am, Wednesday, December 16, 2015

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

Board Members: Chair Mark Gilbert (Sun Valley), Vice – chair Dave Patrie (Blaine County), Secretary Steve Wolper (at-large), Michael David (Ketchum), Kristin Derrig (Ketchum), Jane Conard (Sun Valley), Becki Keefer (Hailey), Joe Miczulski (Bellevue)

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 and discussion items
 - a. Action item: Approve Mountain Rides officers and committee members for 2016 (p.2-8)
 - b. Action item: Approve Mountain Rides meeting schedule for 2016 (p.9-10)
 - c. Action item: Approve award of fuel bid 2015-11-18 to winning party (p.11-25)
 - d. Action item: Approve declaration of Bus #6 as surplus property (p.26-29)
 - e. Discussion item: Discuss Bellevue south valley project progress and final schedule (p.30-31)
 - f. Discussion item: Discuss Hailey Main Street visioning project (p.32-34)
5. Executive Session pursuant to Idaho statute 74-206(1)(b) (to discuss personnel)
 - a. Action item: Approve potential pay change for Executive Director resulting from annual performance review
6. Committee reports
 - a. Planning and Marketing Committee report from Chair Steve Wolper
 - i. Committee members approve minutes for October 2015 (p.35)
 - b. Finance and Performance Committee report from Chair Joe Miczulski
 - i. Committee members approve minutes for November and December 2015 (p.36-37)
7. Staff reports
 - a. Dashboard performance report for October 2015 (p.38-41)
 - b. Operations report (p.42)
 - c. Marketing Outreach report (p.43)
 - d. Bike-Ped report (p.44)
 - e. Maintenance report (p.45)
 - f. Business Manager report (p.46)
 - g. Executive Director report (p.47)
8. Consent Calendar items
 - a. Approve minutes – October 21 and November 18 regular board meetings (p.48-56)
 - b. Receive and file October 2015 Financials and Bills Paid (p.57-64)
9. Adjournment

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

Mountain Rides Agenda Action Item Summary

<u>Date:</u>	<input type="text" value="12/16/2015"/>	<u>From:</u>	<input type="text" value="Jason Miller"/>
<u>Action Item:</u>	<input type="text" value="4a. Approve Mountain Rides officers and committee members for 2016"/>		
<u>Committee Review:</u>	<input type="radio"/> yes <input checked="" type="radio"/> no	<u>Committee Purview:</u>	<input type="text" value="N/A"/>
<u>Previously discussed at board level:</u>	<input checked="" type="radio"/> yes <input type="radio"/> no		
<u>Recommended Motion:</u>	<input type="text" value="I move to approve the slate of candidates, as presented, as the Mountain Rides board officers for 2016. I move to approve the committee membership for 2016, as follows: [insert committee names for each committee]"/>		
<u>Fiscal Impact:</u>	<input type="text" value="n/a"/>		
<u>Related Policy or Procedural Impact:</u>	<input type="text" value="Adopted by-laws"/>		
<u>Background:</u>	<input type="text" value="Each year in December, Mountain Rides must appoint and approve officers for the coming calendar year. In accordance with our by-laws, terms of officers are for 1 year. At our last meeting a draft slate of candidates was discussed and is attached for review. In the past 2 years, Mountain Rides has moved to a system whereby the vice chair becomes the chair, assuming they are willing and able.

Committee membership is also discussed and approved for the coming year. Attached is the current list of committee members, as well as the committee definitions for reference. Committee members can remain on a committee or seek to change committees, but each committee should have 4 board members."/>		



Mountain Rides officers and committee members for 2016

Board of Directors 2015

Mark Gilbert, Chair
David Patrie, Vice Chair
Steve Wolper, Secretary
Joe Miczulski, Director
Michael David, Director
Kristen Derrig, Director
Jane Conard, Director
Becki Keefer, Director

Slate nomination for 2016 Board of Director Seats

David Patrie, Chair
Jane Conard, Vice-chair
Joe Miczulski, Secretary

Current Planning and Marketing committee members

Steve Wolper, Chair
David Patrie, Kristen Derrig, Jane Conard

Current Finance and Performance committee members

Joe Miczulski, Chair
Michael David, Mark Gilbert, Becki Keefer

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

AUGUST 20, 2014

ARTICLE ONE: ORGANIZATION

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

A Joint Powers Agreement dated January 17, 2006 expanded the Authority to include Ketchum, Sun Valley, Hailey, Bellevue, Carey and Blaine County provided that each of these entities elected to execute said Joint Powers Agreement. The Joint Powers Agreement was updated and approved ("Amended Authority Agreement") on October 1, 2007, at which time the name "Ketchum-Sun Valley Public Transit Authority" was replaced by the name "Mountain Rides Transportation Authority" (hereafter reference to "Authority" is to the Mountain Rides Transportation Authority). The "Amended Authority Agreement" was extended through an "Extension of the Amended Agreement" on September 28, 2011 for an additional four (4) years with no changes.

ARTICLE TWO: PURPOSE

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

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

(d) To contract with public or private agencies, companies or entities for the provision of multimodal transportation services or for expansion of a multimodal transportation system in Blaine County and surrounding communities;

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

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

ARTICLE THREE: VISION, MISSION AND GOALS

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

ARTICLE FOUR: BOARD OF DIRECTORS AND COMMITTEES

The Authority shall be managed by a Board of Directors ("Board"). The Board shall consist of the appointed representatives of each participating city, Blaine County and a "Member-at Large" (a routine user of the multimodal transportation services offered by the Authority). The Board shall elect the officers provided for herein every one (1) year. The Board shall meet monthly at a site duly noticed by the Board. The Board shall determine and assure that the qualifications for membership and for voting shall be in accordance with the Amended Authority Agreement.

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

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

ARTICLE FIVE: OFFICERS

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

Officers of the Authority shall be chosen by a majority vote of the Board from among the membership of the Board and shall serve for a period of one (1) year commencing at the beginning of each calendar year. Vacancies in office shall be filled through a majority vote of the Board. Should an officer be unable to attend or incapable of serving at any meeting, the Board may select an acting officer from its membership to preside or to serve during such meeting.

ARTICLE SIX: MEMBERSHIP

The voting membership of the Board shall consist of:

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

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

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

ARTICLE SEVEN: QUORUM AND PROCEDURES

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

ARTICLE EIGHT: MEETINGS

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

ARTICLE NINE: POWERS AND DUTIES OF OFFICERS

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

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

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

ARTICLE TEN: BYLAW AMENDMENTS

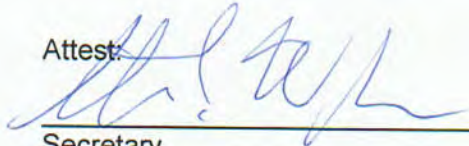
These bylaws may be amended by the affirmative vote of the majority of the Board at any duly noticed meeting of the Board. No amendment to these bylaws shall be inconsistent with or replace the provisions of the "Amended Authority Agreement" dated October 1, 2007 or the "Extension of the Amended Authority Agreement" dated September 28, 2011.

ARTICLE ELEVEN: EFFECTIVE DATE

These bylaws shall take effect from and after the approval and adoption of the Board on this 20th day of August, 2014.


Susan McBryant, Chair
MOUNTAIN RIDES TRANSPORTATION AUTHORITY

Attest:


Secretary

Mountain Rides Transportation Authority Committee Definitions - 2013

The Planning and Marketing Committee

The Planning and Marketing Committee is one of two standing committees of Mountain Rides Transportation Authority (MRTA). This committee is responsible for reviewing and recommending to the entire Board of Directors and staff action on issues related to the development, awareness, use and improvement of the multi-modal programs and services of MRTA.

This committee helps to develop and is guided by the following documents including: the Annual Transit Service Plan, the Five Year - Long Range Transit Development Plan, the Marketing and Communications Plan, the charter policy, and annual strategic initiatives related to planning and marketing.

The committee meets monthly on the 1st Wednesday of the month at 1:00pm. Agendas are developed the week before and are distributed to committee members, as well as any interested members of the public.

The Finance and Performance Committee

The Finance and Performance Committee is one of two standing committees of Mountain Rides Transportation Authority (MRTA). This committee is responsible for reviewing and recommending to the entire Board of Directors and staff action on issues related to the financing, budgeting, service performance benchmarking, and related policies of the programs and services of MRTA.

This committee has the following guiding documents under its purview including the annual operating and capital budget, the Procurement Policy, the Capital Improvement Plan, the financial policies and procedures, service performance indicators, the annual audit of the financial statements, annual strategic initiatives related to finance and performance.

The committee meets monthly on the 1st Wednesday of the month at 3:00pm. Agendas are developed the week before and are distributed to committee members, as well as any interested members of the public.

Mountain Rides Agenda Action Item Summary

<u>Date:</u>	<input type="text" value="12/16/2015"/>	<u>From:</u>	<input type="text" value="Jason Miller"/>
<u>Action Item:</u>	<input type="text" value="4b. Approve Mountain Rides meeting schedule for 2016"/>		
<u>Committee Review:</u>	<input type="radio"/> yes <input checked="" type="radio"/> no	<u>Committee Purview:</u>	<input type="text" value="N/A"/>
<u>Previously discussed at board level:</u>	<input checked="" type="radio"/> yes <input type="radio"/> no		
<u>Recommended Motion:</u>	<input type="text" value="I move to approve the meeting schedule for 2016, as presented. [or I move to approve the meeting schedule for 2016 as follows....]"/>		
<u>Fiscal Impact:</u>	<input type="text" value="n/a"/>		
<u>Related Policy or Procedural Impact:</u>	<input type="text" value="Annual posting of meeting schedules, adopted by-laws"/>		
<u>Background:</u>	<div><p>Annually, Mountain Rides adopts and posts a general meeting schedule for both the regular board meeting and the committee meetings. Occasionally this schedule must be amended when a meeting is rescheduled, and the meeting notice is reposted.</p><p>In the past 2 months, there was much discussion around potentially moving the board meeting time to earlier or later in the day, but the consensus was to keep the board and committee meeting times as they have been.</p><p>Attached is the proposed meeting schedule for 2016.</p></div>		



**PUBLIC NOTICE –
NOTICE OF MEETING DATES
Mountain Rides Transportation Authority
Board Meetings & Committee Meetings for Calendar Year 2016**

All board meetings and committee meetings are always open to the public

REGULAR BOARD MEETINGS

WHEN: The 3rd Wednesday of every month at 12:30 pm
WHERE: Ketchum City Council Chamber Meeting Room, Ketchum City Hall (480 East Ave. N., Ketchum, ID)

DATES for 2016

January 20th, February 17th, March 16th, April 20th, May 18th, June 15th, July 20th,
August 17th, September 21st, October 19th, November 16th, December 21st

PLANNING & MARKETING COMMITTEE

WHEN: The 1st Wednesday of every month at 1:00 pm
WHERE: Ketchum City Council Chamber Meeting Room, Ketchum City Hall (480 East Ave. N., Ketchum, ID)

DATES for 2016

January 6th, February 3rd, March 2nd, April 6th, May 4th, June 1st, July 6th, August
3rd, September 7th, October 5th, November 2nd, December 7th

FINANCE & PERFORMANCE COMMITTEE

WHEN: The 1st Wednesday of every month at 2:30 pm
WHERE: Ketchum City Council Chamber Meeting Room, Ketchum City Hall (480 East Ave. N., Ketchum, ID)

DATES for 2016

January 6th, February 3rd, March 2nd, April 6th, May 4th, June 1st, July 6th, August
3rd, September 7th, October 5th, November 2nd, December 7th

NOTE: Agendas will be produced for each meeting at least 48 hours in advance of the meeting. Public information on agenda items is available from the Mountain Rides office at 800 1st Ave N. or 208-788-7433. Any person needing special accommodation to attend the above noticed meeting should contact Mountain Rides three days prior to the meeting at 208-788-7433.

Mountain Rides Agenda Action Item Summary

Date:

12/16/2015

From:

Ben Varner

Action Item:

4c. Approve award of fuel bid 2015-11-18 to winning party

Committee Review:

☒ yes

☐ no

Committee

Finance & Performance

Purview:

Previously
discussed at board
level:

☒ yes

☐ no

Recommended
Motion:

I move to award (or reject) fuel bid 2015-11-18 to United Oil.

Fiscal Impact:

NTE \$300,000

Related Policy or
Procedural Impact:

Procurement Policy, annual fuel bid

Background:

Each year, MRTA puts out a fuel bid to several companies.

Board and Staff put a lot of time and effort into the process this year.



Bid Recap and Selection Report

___ Informal Bid ___ X ___ Formal Bid ___ Sole Source

TO: Jason Miller, MRTA Executive Director

FROM: Ben Varner, Maintenance and Facilities Manager

PROJECT / PROJECT TYPE: Fuel Bid Calendar Year 2016

SERVICE REQUESTED: Card Lock fuel purchasing for both gasoline and diesel fuel for 2016

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

- Associated Petroleum
- United Oil
- WEX Bank (Incomplete Response)
- Valley Co-Op (No Response)
- Sinclair (no response)

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

- United Oil

IN AN AMOUNT NOT TO EXCEED: \$300,000.00

THIS SELECTION WAS BASED ON THE SPECIFIC CRITERIA ESTABLISHED FOR THIS EXPENDITURE AND THIS VENDOR WAS SELECTED BECAUSE: they provided the lowest price while meeting all of the requirements of the bid.

ATTACHED FOR YOUR REVIEW AND FILE ARE THE FOLLOWING DOCUMENTS:

- A. ___X___ Copy of specifications for the requested service
- B. ___X___ Copy of the selected proposals
- C. ___not yet available___ Copy of the contractual agreement (if any)

APPROVED BY Executive Director: _____ Date: _____

APPROVED BY MRTA Board: _____ Date: _____



INVITATION FOR BIDS 2015-11-18

PURCHASE OF FUELS

Mountain Rides Transportation Authority (MRTA) of Blaine County, Idaho, will accept bids for the purchase of regular unleaded gasoline (85), and diesel for the calendar year Jan 1 through Dec 31, 2016.

- The bid price per gallon for diesel is to be **exclusive of federal tax**, as MRTA is a tax exempt entity.
- Bids are required for Regular Unleaded Gasoline (85) and for Diesel.
- The cost basis for any on-road diesel fuel shall be the Oil Price Information Service (OPIS) Gross/Standard Burley, ID Ultra Low Sulfur Diesel No. 2 Daily Contract Benchmark Rack Average (RACK AVG) for the day in which fuel is purchased by MRTA.
- The cost basis for any Regular Gasoline shall be the Oil Price Information Service (OPIS) Gross/Standard Burley, ID Unleaded CBOB Ethanol 10% Daily Contract Benchmark Rack Average (RACK AVG) for the day in which fuel is purchased by MRTA.
- Bid submissions should reflect bidder's markup over RACK AVG expressed **in cents per gallon**.
- It is estimated that MRTA will use a total of 27,000 gallons of unleaded fuel and 65,000 gallons of diesel fuel per calendar year.

Submit sealed bids to:

Ben Varner, Maintenance and Facilities Manager
Mountain Rides Transportation Authority
P.O. Box 3091 Ketchum, Idaho 83340

Sealed bids will be accepted at the above address until **12:00 noon Friday, December 11, 2015**. Any bid received after this time will not be accepted. Bids will be opened publicly and recorded shortly after noon Friday, **December 11, 2015** at the MRTA offices, 800 1st Ave North, Ketchum, ID 83340.

MRTA reserves the right to reject any late, incomplete or non-conforming bids.

Instructions to Bidders:

- Bid submissions must reflect bidder's markup over RACK AVG expressed in cents per gallon.
- Bidder may choose to bid unleaded, diesel or both fuels.
- Fuel must be available 24 hours /day
- Pumps must be readily accessible by large vehicles
- Diesel must be available in Ketchum and Bellevue.
- Unleaded must be available in Ketchum, Hailey, Shoshone, and Twin Falls, Idaho.
- All fuels must be available via a card access system that allows 24-hour fueling and allows for identification of the MRTA vehicle number and identification of user through user PINs
- Bidders must complete and submit a signed Fuel Bid Sheet and
- Bidders must certify to all Federal Clauses (a total of 4 certifications required)

Evaluation of Bids:

- Unleaded low bid will be determined by straight average of prices at each of 4 listed locations
- Diesel low bid will be determined by weighted average (see bid sheet) at each of 2 listed locations
- MRTA will award to the qualified low bidder for diesel and for unleaded fuel; this may result in the award to two different bidders, one award for diesel and one for unleaded fuel.

Any exceptions to bid requirements must be approved by MRTA. Bidders will be notified of the preliminary MRTA decision by Monday December 14, 2015 final award to be approved at MRTA Board meeting on Wednesday December 16, 2015.

Protest Procedures:

Protest Procedures are outlined in “MRTA Policy Section 101 – Procurement” section “I. Protest Procedures and Appeals Process” are available upon request to MRTA.

MRTA reserves the right to cancel this Invitation for Bid in whole or in part, at its sole discretion, at any time before the bid is awarded or a contract executed. MRTA reserves the right to determine any specific bid response from a potential bidder that is conditional or not prepared in accordance with the instructions and requirements of this bid to be nonresponsive. MRTA may reject a bid that includes unacceptable provisions in the bid response, including locations deemed to be unsafe for fueling access for large buses.

PUBLISH: MOUNTAIN EXPRESS
Wednesday November 25 and Wednesday December 2, 2015

Mountain Rides Transportation Authority

By: _____

Ben Varner

Maintenance and Facilities Manager

Bid Sheet (Bidders MUST provide bid for all locations)

Unleaded (Unleaded average equally weighted)

1. RACK AVG plus _____ cents per gallon in Ketchum, Idaho.
Pump Address: _____
2. RACK AVG plus _____ cents per gallon in Bellevue, Idaho.
Pump Address: _____
3. RACK AVG plus _____ cents per gallon in Shoshone, Idaho.
Pump Address: _____
4. RACK AVG plus _____ cents per gallon in Twin Falls, Idaho.
Pump Address: _____

Diesel (Diesel average will be weighted – 2/3 Ketchum, 1/3 Bellevue)

1. RACK AVG plus _____ cents per gallon in Ketchum, Idaho.
Pump Address: _____
2. RACK AVG plus _____ cents per gallon in Bellevue, Idaho.
Pump Address: _____

Requirements (Initial)

_____ Complete and sign Bid Sheet

_____ Fuels are available via a 24-hour card access system that allows each card to be assigned to a specific MRTA Vehicle and allows for identification of the MRTA vehicle number and allows for identification of users through user pins.

_____ All transactions including Vehicle #, Fuel Card ID #, Driver, Miles Driven (each vehicle), Gallons and Price Charged are available on a weekly basis for export via .csv file

_____ Signed and enclose four applicable Federal Clauses

_____ Return Fuel Price Sampling Sheet

_____ Pumps are safely accessible for a 40-ft. bus

Bid Submitted by (Company Name): _____

Signature: _____

Printed Name: _____

Title: _____

Contact Phone Number: _____

MRTA Fuel Bid Price Sample Sheet

Regular grade Gasoline (85) (via card access system) Bid required		Price per gallon to Mountain Rides (\$USD)
Price for regular gasoline on 10/6/15 in Bellevue, ID	50	
Price for regular gasoline on 10/23/15 in Bellevue, ID	50	
Price for regular gasoline on 10/27/15 in Bellevue, ID	50	
Average		

Regular grade Gasoline (via card access system) Bid required		
Price for regular gasoline on 10/6/2015 in Shoshone, ID	50	
Price for regular gasoline on 10/23/2015 in Shoshone, ID	50	
Price for regular gasoline on 10/27/2015 in Shoshone, ID	50	
Average		

Diesel (via card access system) Bid required		
Price for diesel on 10/6/2015 in Bellevue, ID	50	
Price for diesel on 10/23/2015 in Bellevue, ID	50	
Price for diesel on 10/27/2015 in Bellevue, ID	50	
Average		

Diesel (via card access system) Bid required		
Price for diesel on 10/6/2015 in Ketchum, ID	50	
Price for diesel on 10/23/2015 in Ketchum, ID	50	
Price for diesel on 10/27/2015 in Ketchum, ID	50	
Average		

United Oil

POST OFFICE BOX 5159
220 EASTLAND DRIVE SOUTH
TWIN FALLS, ID 83303-5159
PH. (208) 733-7033 or 1-800-228-8884
FAX (208) 733-6129

December 8th, 2015

Ben Varner
Maintenance and Facilities Manager
Mountain Rides Transportation Authority
P.O. Box 3091
Ketchum, Idaho 83340

Re: Fuel bid – 2015-11-18

Dear Mr Varner,

Enclosed is our bid for proposal for the vehicle fuel program for Mountain Rides Transportation Authority.

Franklin United, Inc. is a locally owned family business, which was founded in Twin Falls in 1939. Our emphasis has always been customer service and we take pride in responding to customer needs immediately.

Our experience in serving the motor fuel needs of municipalities is shown in the fact that we currently supply the City of Twin Falls, Twin Falls County, City of Garden City, City of Hailey, City of Idaho City, Boise County and Canyon County Sheriff's Department.

United Oil's pricing will be adjusted weekly on Friday as a reflection of the OPIS average for Burley rack, Idaho (Oil Price Information Services) plus mark up over rack & Fuel taxes of 33.29 cents per gallon.

United oil produces bi-monthly statements, which can be emailed to you if required and e-receipts for all transactions as soon as they are completed.

Our goal is to make it easy to do business with us. We generate new fuel cards locally and respond to new card orders and cancellations within 24 hours. We are able to customize billing invoices to show the information that **you** need – in the order you request. If circumstances change, we have the flexibility to make the changes you request and we are experienced in providing reports and summaries that provide management tools for your departments.

Franklin United, Inc. is pleased to have submitted this bid proposal. Any questions can be directed to me at **208-453-0273 or e-mail steveobeirne@unitedoil.net**.

Sincerely,

Steve O'Beirne
Sales Manager

Bid Sheet (Bidders MUST provide bid for all locations)

Unleaded (Unleaded average equally weighted)

1. RACK AVG plus 7 cents per gallon in Ketchum, Idaho. .07
Pump Address: 258 N. WOODWAY, KETCHUM
2. RACK AVG plus 5 cents per gallon in Bellevue, Idaho.
Pump Address: 4170 GLENBROOK DR, MAILEY & 516 N. MAIN ST BELLEVUE
3. RACK AVG plus 7 cents per gallon in Shoshone, Idaho.
Pump Address: 103 N. RAIL STREET, SHOSHONE.
4. RACK AVG plus 5 cents per gallon in Twin Falls, Idaho.
Pump Address: 1992 E. KIMBERLEY RD & 322 W. ADDISON

Diesel (Diesel average will be weighted – 2/3 Ketchum, 1/3 Bellevue)

1. RACK AVG plus 7 cents per gallon in Ketchum, Idaho.
Pump Address: 258 N. WOODWAY, KETCHUM
2. RACK AVG plus 5 cents per gallon in Bellevue, Idaho.
Pump Address: 4170 GLENBROOK DR, MAILEY & 516 N. MAIN ST, BELLEVUE

Requirements (Initial)

8 Complete and sign Bid Sheet

8 Fuels are available via a 24-hour card access system that allows each card to be assigned to a specific MRTA Vehicle and allows for identification of the MRTA vehicle number and allows for identification of users through user pins.

8 All transactions including Vehicle #, Fuel Card ID #, Driver, Miles Driven (each vehicle), Gallons and Price Charged are available on a weekly basis for export via .csv file

8 Signed and enclose four applicable Federal Clauses

8 Return Fuel Price Sampling Sheet

8 Pumps are safely accessible for a 40-ft. bus

Bid Submitted by (Company Name): UNITED OIL

Signature: [Signature]

Printed Name: STEVE O'BEIRNE

Title: SALES MANAGER

Contact Phone Number: OFF 208 453 0273, CELL 208 731 7762

Any exceptions to bid requirements must be approved by MRTA. Bidders will be notified of the preliminary MRTA decision by Monday December 14, 2015 final award to be approved at MRTA Board meeting on Wednesday December 16, 2015.

Protest Procedures:

Protest Procedures are outlined in "MRTA Policy Section 101 – Procurement" section "I. Protest Procedures and Appeals Process" are available upon request to MRTA.

MRTA reserves the right to cancel this Invitation for Bid in whole or in part, at its sole discretion, at any time before the bid is awarded or a contract executed. MRTA reserves the right to determine any specific bid response from a potential bidder that is conditional or not prepared in accordance with the instructions and requirements of this bid to be nonresponsive. MRTA may reject a bid that includes unacceptable provisions in the bid response, including locations deemed to be unsafe for fueling access for large buses.

PUBLISH: MOUNTAIN EXPRESS

Wednesday November 25 and Wednesday December 2, 2015

Mountain Rides Transportation Authority

By: _____

Ben Varner

Maintenance and Facilities Manager

MRTA Fuel Bid Price Sample Sheet

Regular grade Gasoline (85) (via card access system) Bid required

		Price per gallon to Mountain Rides (\$USD)
Price for regular gasoline on 10/6/15 in Bellevue, ID	50	2.185
Price for regular gasoline on 10/23/15 in Bellevue, ID	50	1.947
Price for regular gasoline on 10/27/15 in Bellevue, ID	50	1.924
Average		

INC APPLICABLE TAXES

Regular grade Gasoline (via card access system) Bid required

Price for regular gasoline on 10/6/2015 in Shoshone, ID	50	2.194
Price for regular gasoline on 10/23/2015 in Shoshone, ID	50	1.948
Price for regular gasoline on 10/27/2015 in Shoshone, ID	50	1.935
Average		

Diesel (via card access system) Bid required

Price for diesel on 10/6/2015 in Bellevue, ID	50	2.231
Price for diesel on 10/23/2015 in Bellevue, ID	50	2.409
Price for diesel on 10/27/2015 in Bellevue, ID	50	2.392
Average		

OFFROAD / DYED DIESEL
1.911
2.089
2.072

Diesel (via card access system) Bid required


Price for diesel on 10/6/2015 in Ketchum, ID	50	2.254
Price for diesel on 10/23/2015 in Ketchum, ID	50	2.432
Price for diesel on 10/27/2015 in Ketchum, ID	50	2.415
Average		

CERTIFICATION of Receipt of and Compliance with Federal Clauses

I, STEVE O'BEIRNE, SALES MANAGER, hereby certify
(Name and title of official)
on behalf of UNITED OIL that:
(Name of Bidder/Company Name)

I have received a copy of the Federal Clauses required for procurements in excess of \$100,000 funded by federal monies and agree to comply with these requirements.

Company Name: UNITED OIL

Signature: 

Title: SALES MANAGER

Date: 12/8/15

CERTIFICATION AND RESTRICTIONS ON LOBBYING

I, STEVE O'BEIRNE, SALE MANAGER, hereby certify
(Name and title of official)

On behalf of UNITED OIL that:
(Name of Bidder/Company Name)

- No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- If any funds other than federal appropriated funds have been paid or will be paid to any person influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

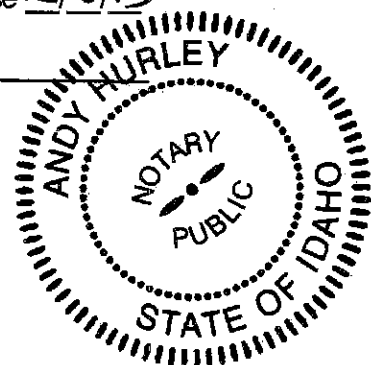
The undersigned certifies or affirms the truthfulness and accuracy of the contents of the statements submitted on or with this certification and understands that the provisions of 31 U.S.C. Section 3801, et seq., are applicable thereto.

Name of Bidder/Company Name UNITED OIL

Type or print name STEVE O'BEIRNE

Signature of authorized representative [Signature] Date 12/8/15

Signature of notary and SEAL [Signature]



GOVERNMENT-WIDE DEBARMENT AND SUSPENSION (NONPROCUREMENT)

Instructions for Certification: By signing and submitting this bid or proposal, the prospective lower tier participant is providing the signed certification set out below.

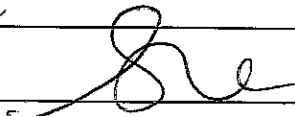
- (1) It will comply and facilitate compliance with U.S. DOT regulations, "Nonprocurement Suspension and Debarment," 2 CFR part 1200, which adopts and supplements the U.S. Office of Management and Budget (U.S. OMB) "Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," 2 CFR part 180,
- (2) To the best of its knowledge and belief, that its Principals and Subrecipients at the first tier:
 - a. Are eligible to participate in covered transactions of any Federal department or agency and are not presently:
 - (1) Debarred,
 - (2) Suspended,
 - (3) Proposed for debarment,
 - (4) Declared ineligible,
 - (5) Voluntarily excluded, or
 - (6) Disqualified,
 - b. Its management has not within a three-year period preceding its latest application or proposal been convicted of or had a civil judgment rendered against any of them for:
 - (1) Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction, or contract under a public transaction,
 - (2) Violation of any Federal or State antitrust statute, or
 - (3) Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making any false statement, or receiving stolen property,
 - c. It is not presently indicted for, or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses listed in the preceding subsection 2.b of this Certification,
 - d. It has not had one or more public transactions (Federal, State, or local) terminated for cause or default within a three-year period preceding this Certification,
 - e. If, at a later time, it receives any information that contradicts the statements of subsections 2.a - 2.d above, it will promptly provide that information to FTA,

GOVERNMENT-WIDE DEBARMENT AND SUSPENSION (NONPROCUREMENT)

- f. It will treat each lower tier contract or lower tier subcontract under its Project as a covered lower tier contract for purposes of 2 CFR part 1200 and 2 CFR part 180 if it:
- (1) Equals or exceeds \$25,000,
 - (2) Is for audit services, or
 - (3) Requires the consent of a Federal official, and
- g. It will require that each covered lower tier contractor and subcontractor:
- (1) Comply and facilitate compliance with the Federal requirements of 2 CFR parts 180 and 1200, and
 - (2) Assure that each lower tier participant in its Project is not presently declared by any Federal department or agency to be:
 - a. Debarred from participation in its federally funded Project,
 - b. Suspended from participation in its federally funded Project,
 - c. Proposed for debarment from participation in its federally funded Project,
 - d. Declared ineligible to participate in its federally funded Project,
 - e. Voluntarily excluded from participation in its federally funded Project, or
 - f. Disqualified from participation in its federally funded Project, and
3. It will provide a written explanation as indicated on a page attached in FTA's TEAM-Web or the Signature Page if it or any of its principals, including any of its first tier Subrecipients or its Third Party Participants at a lower tier, is unable to certify compliance with the preceding statements in this Certification Group.

Certification

Contractor United oil

Signature of Authorized Official  Date 12/8/15

Name and Title of Contractor's Authorized Official STEVE O'BEIRNE, SALES MANAGER

BUY AMERICA CERTIFICATION
(STEEL OR MANUFACTURED PRODUCTS)

[61 FR 6302, Feb. 16, 1996, as amended at 74 FR 30239, June 25, 2009]

General Requirement (as stated in 49 CFR 661.5)

- (a) Except as provided in 49 CFR 661.7 and 49 CFR 661.11, no funds may be obligated by FTA for a grantee project unless all iron, steel, and manufactured products used in the project are produced in the United States.
- (b) All steel and iron manufacturing processes must take place in the United States, except metallurgical processes involving refinement of steel additives.
- (c) The steel and iron requirements apply to all construction materials made primarily of steel or iron and used in infrastructure projects such as, transit or maintenance facilities, rail lines, and bridges. These items include, but are not limited to, structural steel or iron, steel or iron beams and columns, running rail and contact rail. These requirements do not apply to steel or iron used as components or subcomponents of other manufactured products or rolling stock, or to bimetallic power rail incorporating steel or iron components.
- (d) For a manufactured product to be considered produced in the United States:
 - (1) All of the manufacturing processes for the product must take place in the United States; and
 - (2) All of the components of the product must be of U.S. origin. A component is considered of U.S. origin if it is manufactured in the United States, regardless of the origin of its subcomponents.

If steel, iron, or manufactured products (as defined in 49 CFR 661.3 and 661.5) are being procured, the appropriate certificate as set forth below shall be completed and submitted by each bidder or offeror in accordance with the requirement contained in 49 CFR 661.13(b).

Certificate of Compliance with Buy America Requirements.

The bidder or offeror hereby certifies that it will comply with the requirements of 49 U.S.C. 5323(j)(1), and the applicable regulations in 49 CFR part 661.

Company United oil
Name STEVE O'BEIRNE Title SALES MANAGER
Signature [Signature] Date 12/8/15

Certificate of Non-Compliance with Buy America Steel or Manufactured Products Requirements The bidder or offeror hereby certifies that it cannot comply with the requirements of 49 U.S.C. 5323(j), but it may qualify for an exception to the requirement pursuant to 49 U.S.C. 5323(j)(2), as amended, and the applicable regulations in 49 C.F.R. 661.7.

Company _____
Name _____ Title _____
Signature _____ Date _____

Mountain Rides Agenda Action Item Summary

<u>Date:</u>	<input type="text" value="12/16/2015"/>	<u>From:</u>	<input type="text" value="Ben Varner"/>
<u>Action Item:</u>	<input type="text" value="4d. Approve declaration of Bus #6 as surplus property."/>		
<u>Committee Review:</u>	<input type="radio"/> yes <input checked="" type="radio"/> no	<u>Committee Purview:</u>	<input type="text" value="Finance & Performance"/>
<u>Previously discussed at board level:</u>	<input type="radio"/> yes <input checked="" type="radio"/> no		
<u>Recommended Motion:</u>	<input type="text" value="I move to approve (or reject) the declaration of MRTA Bus #6 as surplus property."/>		
<u>Fiscal Impact:</u>	<input type="text" value="Closed bid process - some income possible"/>		
<u>Related Policy or Procedural Impact:</u>	<input type="text" value="MRTA Disposal Policy 106 (included in packet)"/>		
<u>Background:</u>	<input type="text" value="Bus #6 is a 1994 Gillig Phantom. It has served MRTA very well but is beyond it's FTA useful life in both mileage and age.

MRTA Bus #30, a 35' Gillig, arrived last week and will be put into service ASAP on the Valley Route."/>		



Declaration of Surplus Property

The following Mountain Rides Transportation Authority property:

1995 Gillig Bus (Bus #6) Vin: 15GCD2019R1085264 Mileage:807,900 Min. Bid: \$500

Has been deemed surplus property, and is recommended to be sold by Public Notice for a two week period to solicit sealed bids at the above minimum prices.

In the event sealed bids are not received, the vehicles may be sold in any other appropriate manner, per our policy.

By: _____ Date: _____

Ben Varner, Maintenance and Facilities Manager

By: _____ Date: _____

Jason Miller, Executive Director

By: _____ Date: _____

Mark Gilbert, Board Chair

Policy 106: DISPOSAL OF SURPLUS PERSONAL PROPERTY (including Lost & Found)

Issued: April 27, 2011

Revised:

Purpose: This policy describes the procedures for disposing of surplus or unnecessary personal property as well as unclaimed (lost and found) items.

Personnel Affected: Executive Director, Maintenance & Facilities Manager, Business Manager, Operations Manager

Policy:

A Department Head may declare as surplus any property that is no longer necessary or useful to MRTA's operations or activities. Such declaration of the Department head must be approved in writing by the Executive Director, who may, in his or her discretion, request a resolution of the Board of Directors approving the declaration. Before disposition occurs, the Department Head must ensure that there are no limitations, restrictions or conditions to the sale of the item or the use of the proceeds of the sale of the item. The Department Head may dispose of his department's surplus property to the highest bidder by sale at a public auction, by sealed bids, or by incidental sale, in his discretion. Notice of public auction or sealed bid submittal must be given by publication in a newspaper of general circulation for at least 2 weeks prior to such auction or bid submittal date, under Idaho Code 67-5732A .

Said notice shall specify the time, place and purpose of such auction or bid submittal and shall specify the following, where appropriate:

- A. The percentage of the bid price that the successful bidder must deposit at the time of the auction or bid submittal, if any;
- B. The method and time by which the remainder of the bid price must be paid;
- C. The time by which the successful bidder must remove the purchased item(s) from MRTA premises;
- D. The minimum bid price;
- E. Reservation of MRTA's right to reject any and all bids received for any item or to withdraw any or all items offered for sale prior to bid opening, or if minimum bid is not achieved.

If the Department Head rejects any and all bids received, he/she shall not thereafter sell the property at a price less than the highest bid previously received. If the highest bidder refuses to complete the purchase of the item, the Department Head may sell such property at a lesser price to the next highest bidder. No surplus property shall be purchased by or on behalf of any elected MRTA official.

Incidental Sale of Certain Items

When it is determined by the Department Head that any item of surplus property is scrap or salvage material, is perishable, or has been offered for public sale by auction or sealed bids and no offer to purchase has been received, or the property has no market value as determined in good faith by the Department Head, the Department Head may sell the item by incidental sale. Prior to such sale, the Department Head shall obtain written approval of the Executive Director. For the purposes of this Section, the term "incidental sale" shall mean the sale of any item at a price, time and place to be determined by the Department Head, to any buyer who is willing to pay the price requested, without first advertising such sale or calling for the receipt of bids.

Disposal of Unclaimed Property or Property of No Value

If, as determined by the Department Head, property has no (or very limited) value, disposal may occur at the Department Head's discretion. MRTA maintains a policy of recycling all property wherever possible. Disposal of unclaimed or property of no value may include donation, gift, recycle or outright disposal.

Employee Purchases of Property

MRTA employees may only purchase items that have been advertised for sale by MRTA, and may not receive any property that is disposed of as an incidental sale, gift or donation.

Mountain Rides Agenda Discussion Item Summary

Date:	<input type="text" value="12/16/2015"/>	From:	<input type="text" value="Jason Miller"/>
Discussion Item:	<input type="text" value="4e. Discuss Bellevue south valley project progress and final schedule"/>		
Committee Review:	<input type="radio"/> yes <input checked="" type="radio"/> no	Committee Purview:	<input type="text" value="Both Committees"/>
Fiscal Impact:	<input type="text" value="Fy2016 Budget, on budget"/>		
Related Policy or Procedural Impact:	<input type="text" value="5 year capital improvement plan"/>		
Background:	<div><p>The south valley facility continues to move forward ahead of schedule and under budget. We are definitely in the home stretch! Here's a rough look at the next 6 weeks:</p><p>Week of Dec 14: start-up of radiant heat and all permanent heat, plumbing trim (sinks and toilets) Week of Dec 21: epoxy of floor, inspections Week of Dec 28: small wrap items Week of Jan 4: project completion, create punch list Week of Jan 11: punch list Week of Jan 18: move in</p><p>We have a few items hanging out that don't have a date including exhaust pipe system and fluid delivery piping. We also have a camera system to decide on.</p><p>We won't be able to have the holiday party due to the epoxy floor installation and curing that will need to take place, but we will definitely celebrate in mid-January!</p><p>Attached is change order report through November. Outstanding known change orders include appliances for break room and landscape boulders, in addition to the items mentioned above (exhaust, fluid delivery and cameras).</p></div>		



Change Order (CO) report #6

Since Oct. 31, there have been no additional change orders executed.

As at November 30, 2015, change orders that have affected the budgeted contingency are as follows:

CO	Description	Applied vs Contingency
	Starting base project contingency	\$70,295
	Additional contingency added with approval of bid alternates	\$32,931
	Less previous change orders applied to contingency	\$57,899
	change orders applied to contingency this period	\$0
	Remaining project contingency	\$45,327
	% of base project COMPLETE TO DATE	89%
	% of total contingency USED TO DATE plus IPCO (\$20K)	72%

As of this report, we believe that we are in good shape with contingency spending.

Mountain Rides Agenda Discussion Item Summary

Date:

12/16/2015

From:

Jason Miller

Discussion Item:

4f. Discuss Hailey Main Street visioning project

Committee Review:

☐ yes

☒ no

Committee

Planning & Marketing

Purview:

Fiscal Impact:

n/a

Related Policy or
Procedural Impact:

Bike and pedestrian master plan

Background:

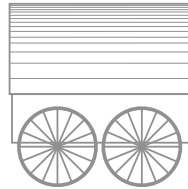
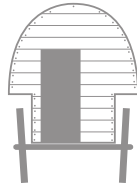
As previously discussed at past board meetings, the City of Hailey received a grant from Community Builders, as part of the New Mobility West project, to envision a safer, more interesting, more walkable downtown Hailey.

Mountain Rides has been a partner in this project and has helped with every aspect of this project.

Last week the project consultant, Project for Public Spaces (www.pps.org), was here to lead a series of public workshops. There was great input including over 60 people at the Wednesday placemaking exercise. There is great momentum as a result of this project to work on some first step solutions that could be implemented in the coming year.

At the board meeting, Kaz will present some computer simulations that were created for the project that show possible configurations in a very compelling way.

HAILEY



www.newmobilitywest.org/hailey

Dec 9,10,11

MAIN-STREET

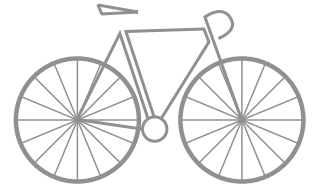


VISION PROJECT

City of Hailey // Project for Public Spaces // Mountain Rides // New Mobility West

THREE GOALS

1. Develop a *shared community vision* for our Main Street
2. Identify *engineering and design improvements* for Main Street
3. Identify '*placemaking*' opportunities for our Main Street



THREE PUBLIC EVENTS

PLACEMAPPING - Dec 9th // 6-8pm // @ Sustainability Center - *Lets work together to map Hailey's assets and our challenges. This will help us determine which parts of town are working well, and which parts need help. Beer, wine, snacks!!*

STREET AUDIT - Dec 10th // 1-3:30pm // Meet @ City Hall - *Lets bundle up and take a walk down Main Street. We can identify specific concerns and opportunities for improvement.*

HOLIDAY SQUARE BOOTH - Dec 11th // 2-6pm // @ Carbonate and Main - *Lets meet at the Hailey Holiday Square. We can show you our work so far, and keep working on the PLACEMAPPING and STREET AUDITS.*

ONE MAIN STREET
...come talk to us about it!



HAILEY MAIN-STREET VISION PROJECT

WHAT IS THE HAILEY MAIN STREET VISION PROJECT?

The Hailey Main Street Vision Project is an effort to find ways to improve the *safety, prosperity* and *function* of Hailey's Main Street Corridor. This community-driven project will work with Main Street businesses, local residents and stakeholders through presentations, surveys, interviews, collaborative mapping exercises and design sessions aimed at:

1. Developing a *shared community vision* for our Main Street
2. Identify *engineering and design improvements* for our Main Street
3. Identify '*placemaking*' opportunities for our Main Street

WHO IS INVOLVED IN THIS PROJECT?

Local project partners include Mountain Rides, City of Hailey, Community Builders/New Mobility West, Idaho Transportation Department, Blaine County School District, Blaine County Recreation District, the Hailey Chamber of Commerce, with the non-profit, Project for Public Spaces serving as consultants.

PLACEMAKING?

Placemaking is an approach for the planning, design and management of public spaces (including our streets!), capitalizing on a community's assets, character and potential with the intention of creating public spaces that promote economic development, health, well-being and a strong sense of community.

WHAT IS NEW MOBILITY WEST?

New Mobility West is an initiative of the non-profit Community Builders which provide communities across the Rocky Mountain West with tools and resources to improve their transportation systems while creating safer and more connected neighborhoods, stronger and more vibrant downtowns, and healthier economies. We have an office right here in Hailey!

THEN WHAT?

The immediate outcome will be a report which informs and offers guidance on issues related to roadway design, streetscape and safety improvements, and economic development. Afterwards, the city and partners will work with stakeholders and the broader community to decide if we want to advance with any or all of the ideas generated through this grant.

CAN I GET INVOLVED?

You bet!!! Please contact Cameron Ellis (cellis@communitybuilders.org)

www.newmobilitywest.org/hailey/



MINUTES

Planning and Marketing Committee

Wednesday, 10/7/15, 1:00pm

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

In attendance: Kristin Derrig, Jane Conard, Jim Finch, Ben Varner, Kim MacPherson and Wendy Crosby

Absent: Steve Wolper, Dave Patrie and Jason Miller

Meeting start: 1:00pm

Meeting adjourn: 1:45pm

1. Discuss final service plan for FY2016
 - a. The group reviewed the final service plan and will go to the October board meeting for approval. Jan Conard stated that she felt that Mountain Rides is very efficient and meets the needs of the community. And how much we get done with the funds we receive.
2. Review initial survey results
 - a. Kim MacPherson gave an initial overview of the survey comments so far.
3. Review changes coming up to Hailey route fare and implementation
 - a. The group discussed the upcoming Hailey fare implementation and process.
4. Other items to come before the committee. There were none.



MINUTES

Finance and Performance Committee

Wednesday, 11/4/15, 2:30pm

**NOTE: NEW LOCATION: Ketchum City Hall Council Chambers
480 East Ave. N.
Ketchum, ID 83340**

In attendance: Michael David, Mark Gilbert, Jason Miller, Ben Varner, Wendy Crosby

Absent: Joe Miczulski

Meeting start: 2:30PM

- 1) Reviewed Sept 2015 financials, FY2015 financials and bills paid
- 2) Reviewed Fuel bid. Discussed use of an index to establish a pricing basis for bids. Committee discussed using the OPIS index and request bidders to add a spread to that index. Staff is not sure that this index is used broadly by potential bidders, but Mark suggested that this is the best approach. If no bidders make a proposal, then we can determine an alternative method to select a fuel vendor. Ben will get this bid authorization in front of the full board 11/18/15.
- 3) Reviewed employee health insurance quote. Costs have increased 16% over last year. Staff explored options to our current medical plan, but there are no viable alternatives that could be instituted this plan year. Staff will consider use of a consultant to review all potential options for managing health insurance costs going forward.

Meeting adjourned 4:50PM



MINUTES

Finance and Performance Committee

Wednesday, 12/2/15, 1:30pm

**NOTE: NEW LOCATION: Ketchum City Hall Council Chambers
480 East Ave. N.
Ketchum, ID 83340**

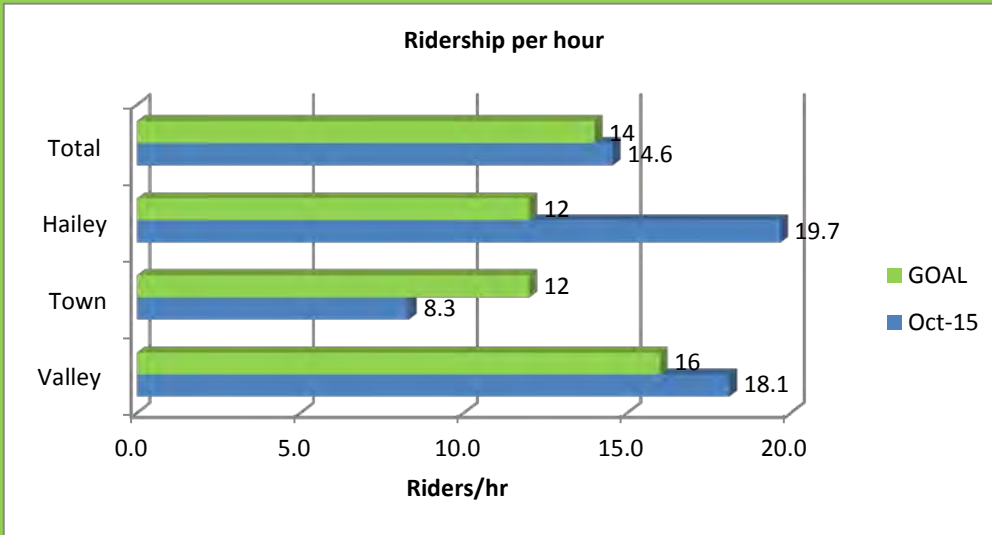
In attendance: Joe Miczulski , Mark Gilbert, Becky Keefer, Jason Miller, Wendy Crosby

Absent: Michael David

1) Met briefly following the Strategic Workshop. Reviewed Oct 2015 financials and bills paid

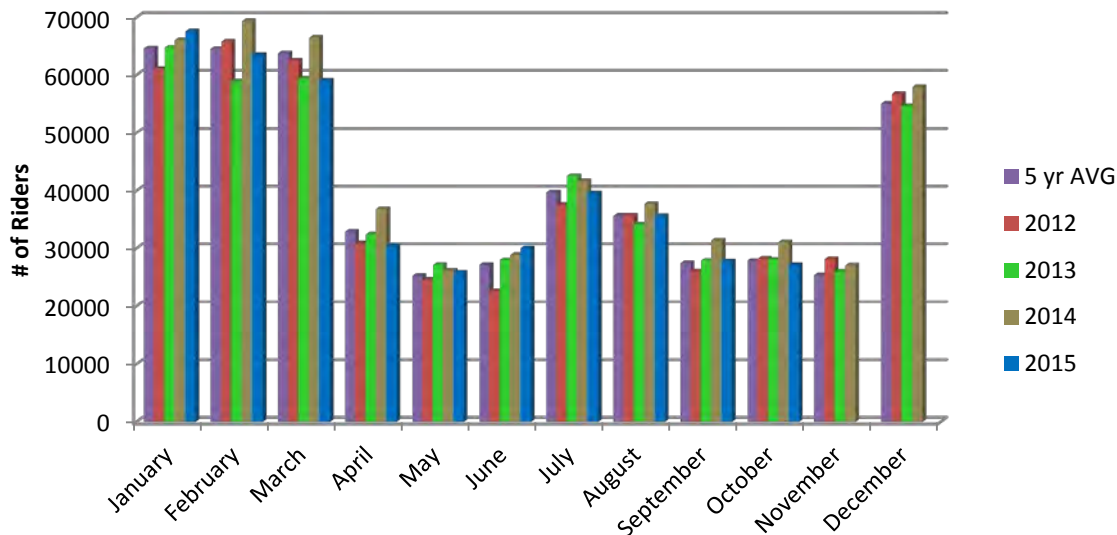
Adjourned : 1:55pm

PERFORMANCE DASHBOARD - RIDERSHIP, OCTOBER 2015



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.

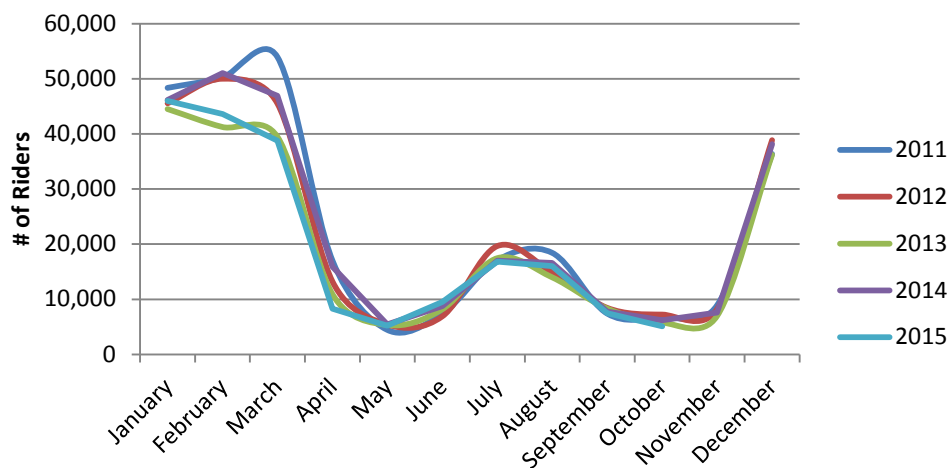
Total Ridership by Month



2015 YTD Ridership 406253
 2014 YTD Ridership 435507
 2013 YTD Ridership 399,917
 2012 YTD Ridership 394,295

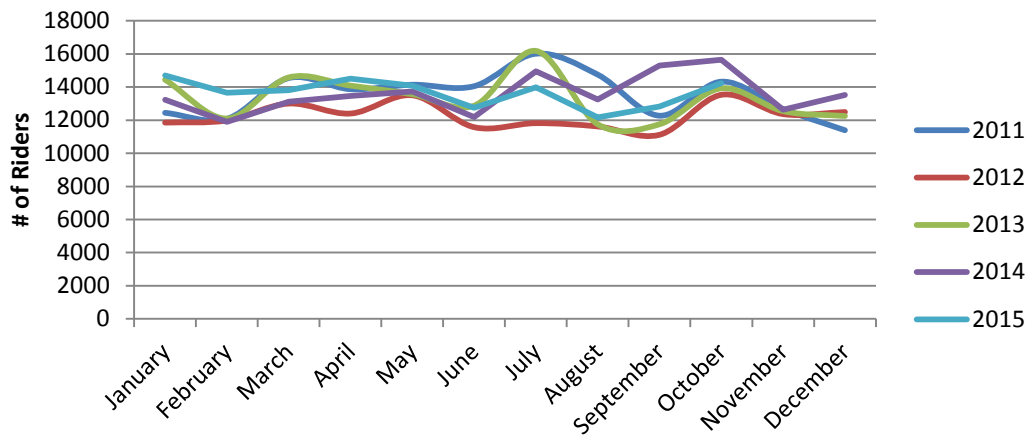
Definition: Monthly ridership compared with one year ago, two years ago and the 5 year average.

Town Routes

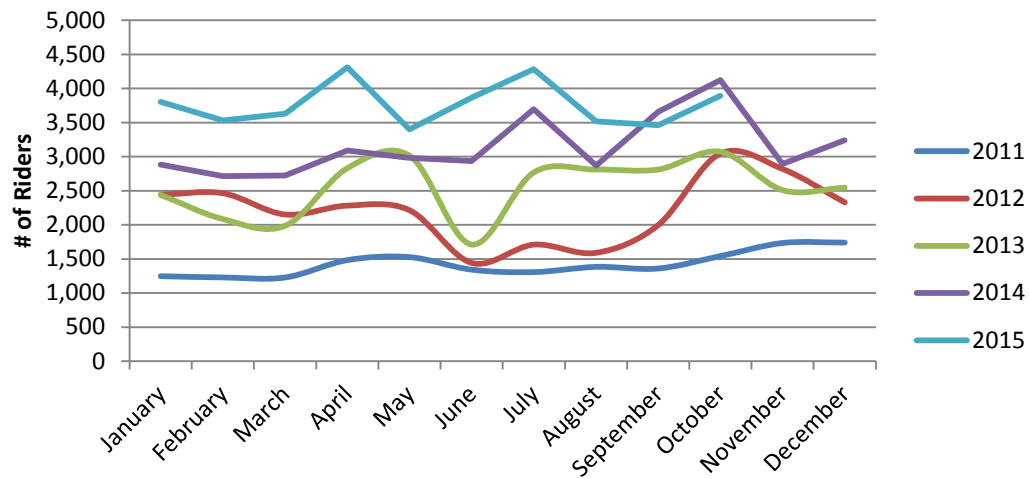


PERFORMANCE DASHBOARD - RIDERSHIP BY ROUTE, OCTOBER 2015

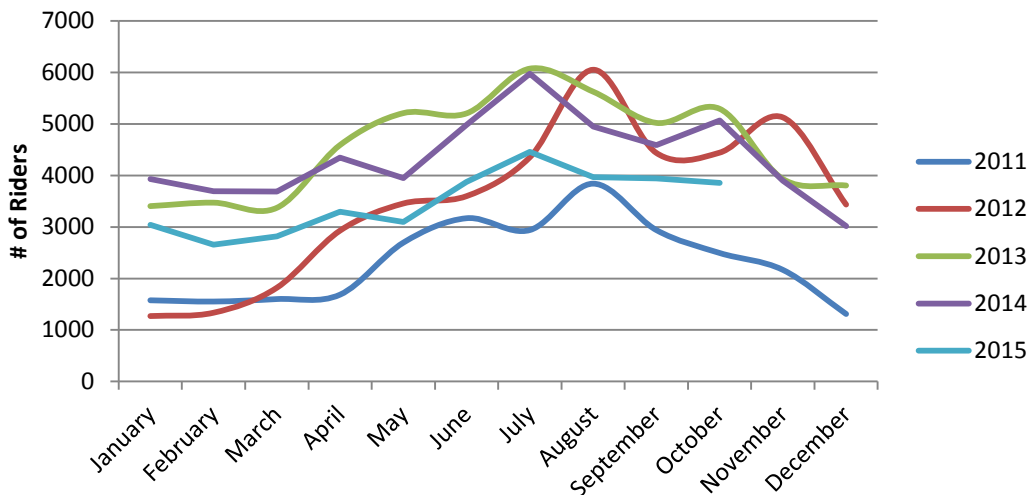
Valley Route



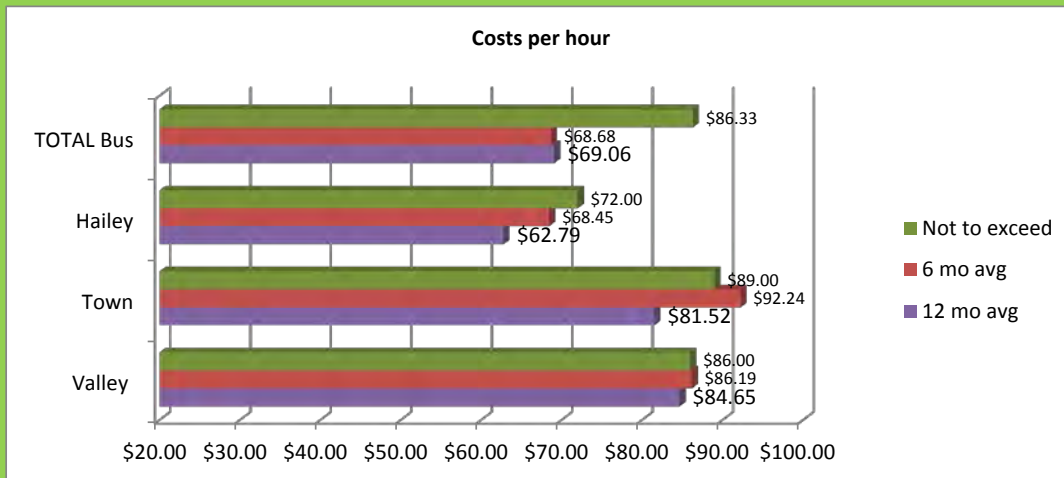
Hailey Route



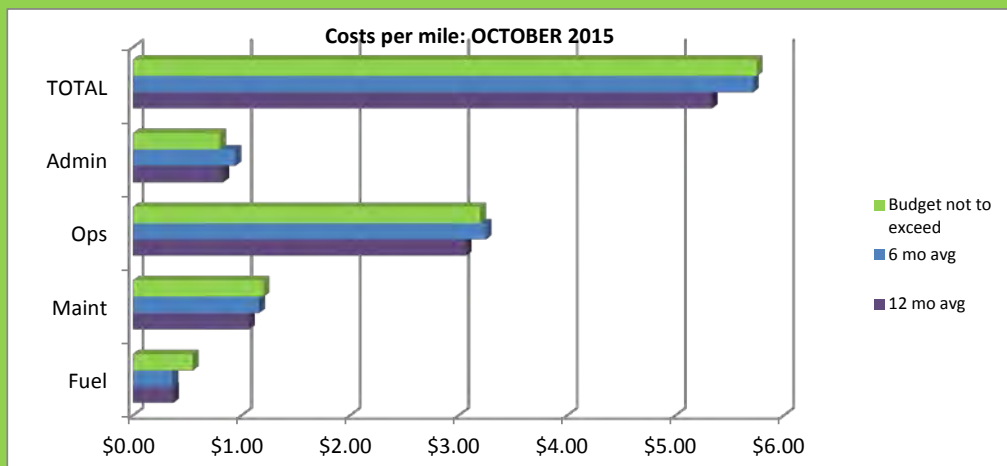
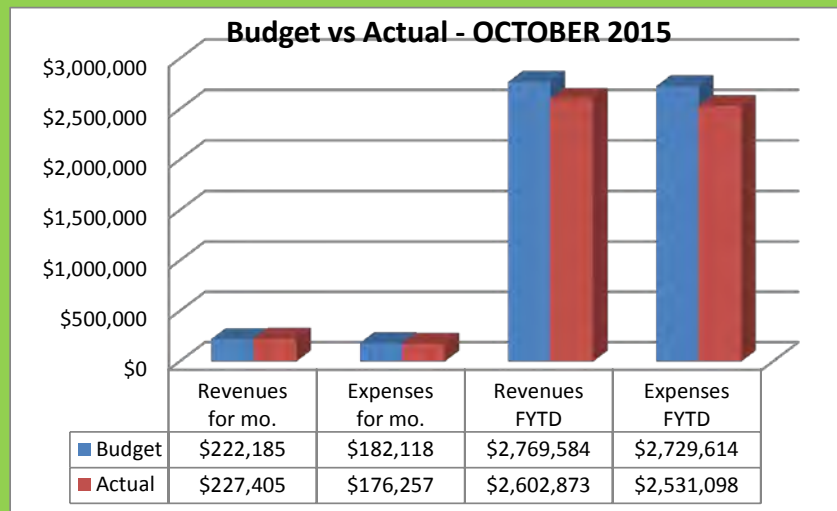
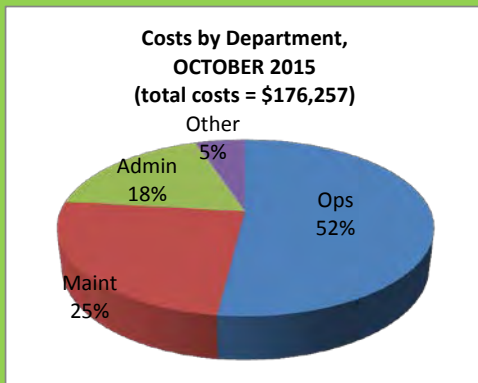
Vanpool



PERFORMANCE DASHBOARD - FINANCIAL, OCTOBER 2015



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 and 12 month averages in order to give a longer time period for reference (monthly fluctuations can be great).



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

PERFORMANCE DASHBOARD - SAFETY, OCTOBER 2015



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

Safety	Aug-15	Sep-15	Oct-15
Incidents	0	0	0
Accidents	0	0	0
Road Calls	0	0	0

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

709

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:

12/16/2015

Staff Member:

Jim Finch

Department:

Operations

Department
Highlights from the
Previous Month:

November 2015 ridership was slightly down (-5%) compared to 2014. The bounty of snow allowed for a very successful opening of the Ski Area for Thanksgiving weekend.
Town routes: total NO CHANGE 7,577 RIDERS! 7,610 RIDERS IN 2014.
Blue -1% 5,195 riders; Green -58% 467 riders; Red +69% 237 riders; Silver +53% .

Valley Route: -4% 12,113 riders Hailey Route: +8% 3,140 riders
Vanpool: -31% 2,696 riders Webb routes completed season early; fewer passengers per public van; unleaded gas \$2.10/gallon in Bellevue.

Progress on
projects/initiatives:

Winter hiring and training ongoing. New hires are ready for the winter season.
No Accidents or Incidents reported.

Challenges/
Opportunities:

Winter has set in! The Operations Team greatly appreciates the efforts of Maintenance and Administration!
Call out to Kim for her efforts getting new public bus schedules, Driver uniforms, route match system changes done in a timely manner!

Mountain Rides Staff Report

Date:

12/16/2015

Staff Member:

Kim MacPherson

Department:

Marketing Outreach

Department
Highlights from the
Previous Month:

I have been working hard on getting all the schedules made in RouteMatch for the new season, both early and peak season routes. I have also been working on getting the GTFS files updated.

The bus stop signs have been updated with peak season signs going up this weekend. Quick reference guides and "Night Owl" cards will go out soon.

I have heard from some people that they like the new schedule format.

Progress on
projects/initiatives:

We are working on getting our toughpads switched over to RouteMatch billing vs having them with Verizon. It should help to make our bills more consistent. (no data overages)

Challenges/
Opportunities:

Several Green route riders have expressed their frustration with the changes made to the route. And they would like to see the midday break filled in.

Several visitors staying at the Kentwood lodge expressed their frustration in not being able to get to River Run like they had in the past. (Now they have to go to Main & 2nd for the Green Route but not between 11 and 2 or walk in ski boots up to the Visitor Center to catch Silver.)

Mountain Rides Staff Report

Date:

12/16/2015

Staff Member:

Kaz Thea

Department:

Bike-Ped

Department
Highlights from the
Previous Month:

This month we had a very successful 3-day workshop that the city of Hailey and Mountain Rides organized and facilitated. We won the Sonoran Institute New Mobility West program now Community Builders grant last month and brought consultants here last week for a 3-day workshop Dec. 9-11 that we titled Hailey Main Street Vision Project. We held several meetings open to the public as well as smaller focused meetings for stakeholders, the business community, engineers, and non profit organizations to get feedback on more specific topics regarding how well main street functions for these different groups. The meetings were well attended, and a final presentation to the mayor on possible projects to move forward on for Main Street was very well received. Overall it was a very productive and positive 3-day workshop.

Also working on 2 safe routes to school projects, Myrtle Street and First Ave connection to the Ice house along the elementary school field. These are 2 high priority safe routes to school projects for the City of Hailey and Mountain Rides. Funding is supposed to be available to apply for grant in January. Working with the City of Hailey on these 2 projects.

Progress on
projects/initiatives:

It became clear from our 3-day workshop that Hailey Main Street is a auto centric roadway, with high speeds, loud noise, little travel ways that are comfortable and safe for pedestrians, and provides very little opportunity for people to gather and feel safe on Main Street. Moving the ideas forward to implement some of the lighter, quicker, cheaper ideas that came out of Hailey Main Street Project will be an ongoing effort of Mountain Rides. Working with the community at large and the City of Hailey to maintain momentum from the 3-day workshop will be an ongoing effort.

Challenges/
Opportunities:

There is tremendous opportunity to implement some of the great ideas discussed from the workshop, which will also be our challenge to carry forward projects that came out of the 3-day workshop. Numerous ideas were discussed: pop up parklets, small roundabout circles, adding bike lanes to streets, making River Street a complete street, eliminating some of the continuous turn lane and make these zones more pedestrian median for safer pedestrian crossings, add mid block crossings, connect wood river trail bike path with an E-W road bike lane for safer travel to Main Street.

Mountain Rides Staff Report

Date:

12/16/2015

Staff Member:

Ben Varner

Department:

Maintenance

Department
Highlights from the
Previous Month:

Ben took a trip to the Gillig factory in Hayward, CA to inspect and sign off on Bus #30, a 35' Low-Floor Gillig that will serve the Valley Route. It was great to see the factory and learn about all of the options available to MRTA through Gillig. The best benefit of the trip was meeting other transit agency employees from around the country and "talking shop" with them.

The winter peak - but not full-on peak - season kicked off well as far as Maintenance is concerned. All of the hard work on several larger vehicle projects has paid off with a fleet that is ready to go for winter.

Progress on
projects/initiatives:

We have all been so busy getting things ready for peak season that the "things we'll work on after the holidays" list continues to grow. We are looking forward to getting the buses through the holidays and then starting to work on some "big-picture" and long-term projects.

Challenges/
Opportunities:

We are learning more about the "modern" diesel exhaust systems that 3 of our buses have. It can be mechanically challenging to troubleshoot the new systems. Due to the system requirements, a mechanical issue in the exhaust system usually takes a bus off the street for a few days.

Mountain Rides Staff Report

Date:

12/16/2015

Staff Member:

Wendy Crosby

Department:

Business-Finance

Department
Highlights from the
Previous Month:

The outside auditors were here in November and have completed their work here. We expect to see a preliminary report later this month and have the financials available for your review in January.

Progress on
projects/initiatives:

I am working on the Management Discussion & Analysis report for the annual audited financial reports.

Challenges/
Opportunities:

This is the period when our cash flow is very tight. We have payments due to EKC for the south valley facility and although the one-time 5339 award from ITD has a signed agreement in place, we have not received reimbursement under the award. We are hoping that will occur later this week or next. Knowing that this might be the case, EKC previously agreed to work with us and we will approach them about a partial payment for December. Our local funding partners have been very good about paying promptly which has ensured our Operations Fund has adequate cash flow.

Mountain Rides Staff Report

Date:

12/16/2015

Staff Member:

Jason Miller

Department:

Executive Director

Department
Highlights from the
Previous Month:

BSU training - Mountain Rides was able to attend some leadership, time management and creative thinking workshops led by the BSU center for professional development. They had an instructor who led these courses locally, which allowed Mountain Rides to participate without travel expenses.

Meeting with Limelight Hotel - I was able to meet with the managing director of the new hotel and discuss opportunities between Mountain Rides and Limelight. At this point, they are most interested in supporting bus passes for their employees to ride the Valley Route. We will continue the conversation and see if other opportunities are possible.

Progress on
projects/initiatives:

Strategic workshop - thank you to everyone who gave valuable input to the 5 year plan. The past 2 weeks since the meeting have been busy keeping buses on the road during challenging conditions. I hope to get back to the rewrite and update later this week and stay on track with this process.

South valley facility - we are very excited to be able to move in to this facility very soon! It will significantly improve our operations (digging buses out of the snow at our current Glenbrook shop is getting old).

Challenges/
Opportunities:

Snowmageddon - the past week has been very challenging, but our staff has been doing a fantastic job keeping buses on route, staying safe and working together to continue to provide transportation to our community throughout the storms. Virtually all routes ran on time and on route throughout even the toughest times of the last week.

City of Hailey - there is a great opportunity in Hailey right now to make some significant improvements in the downtown core in terms of walkability, bikeability and overall business vitality. I was able to participate in a few of the sessions and was impressed by what I saw.



RECORDED

**REGULAR MEETING MINUTES
MOUNTAIN RIDES TRANSPORTATION AUTHORITY
Wednesday, October 21, 2015, 12:30 p.m.
Ketchum City Hall Meeting Room, Ketchum, Idaho**

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

PRESENT: Chair Mark Gilbert (Sun Valley), Secretary Steve Wolper (At-Large), Michael David (Ketchum), Jane Conard (Sun Valley) and Joe Miczulski (Bellevue)

ABSENT: Vice-chair David Patrie (Blaine County), Kristin Derrig (Ketchum), Susan McBryant (Hailey)

ALSO Mountain Rides Executive Director Jason Miller

PRESENT: Mountain Rides Business Manager Wendy Crosby
Mountain Rides Operations Manager Jim Finch
Mountain Rides Maintenance Manager Ben Varner
Support Specialist Kim MacPherson
Ryan Thorne, *Idaho Mountain Express*

1. CALL TO ORDER

Chair Mark Gilbert called to order the meeting of Wednesday, September 16, 2015 at 12:30pm; Secretary Steve Wolper took roll and determined that a quorum was present.

2. COMMENTS FROM THE CHAIR AND BOARD MEMBER THOUGHTS

Mark Gilbert mentioned that Steve Wolper is having difficulty making the meetings at this time of day due to the interruption of work. Mark did not want to lose a vital member of the board due to a timing issue. The group decided to look to see if there were other days and times for the board to meet. We will include this as a discussion item at the next board meeting.

Michael David wanted to clarify his comment that was written in the paper that day. He would like that 5:30pm bus have more room because it was standing room only and he would like to have more year round residents in Ketchum.

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

There were none.

4. ACTION ITEMS AND DISCUSSION ITEMS

a. Action item:

Action to approve FY2016 transportation service plan

Jason Miller gave an update to the service plan for the upcoming year. In the packet are the changes to the routes and survey results from our online and on board survey. We changed our format this year and we think the approach has been very successful to solicit information from riders and non-riders using survey monkey as well. The response was tremendous. We have over 230 responses so far. In the past we had only had responses from riders but this year by using online version we were able to get 38 non-riders which is a significant response. We also received a lot of written comments. This really helps to form our 5 year plan as well as our service plan. The top 3 things to get people to ride: more frequent service, a better bus schedule relative to needs and making the bus trip quicker. When it comes to new service the top 3 things were: more frequent morning and afternoon commuter service followed by late night Valley and Blue route service and then more stable service throughout the year. Respondents really want us to focus on infrastructure as well. We will follow this up on December 2nd for the Strategic 5 year planning session. Mark Gilbert commented about the “more stable service” and wanted to know how to quantify what that would take. Jason Miller thought that it would take about \$400,000 to make it happen. Jason Miller said Mountain Rides is looking at instead of having 6 seasons that we would have peak and off-peak seasons. To do that it would take about \$100,000 - \$150,000 and that is doable in the next 3 - 5 years. **Jane Conard made a motion to approve the Mountain Rides FY2016 transportation service plan, as presented, that defines our bus, vanpool and bike-ped programs and services for the coming year. Steve Wolper seconded. The motion passed unanimously.**

b. Action item:

Action to approve release of Invitation for Bid 2015-10-21 for unleaded and diesel fuel purchase via card lock system

Ben Varner stated that this is the annual sealed bid that we push out to several petroleum companies. We are projecting 27,000 gallons of unleaded and 65,000 gallons of diesel and the budget impact for 2016 is a little over \$300,000.

Joe Miczulski made a motion to approve the release and publication of the Invitation to Bid 2015-10-21 for unleaded and diesel fuel for 2016. Michael David seconded. Steve Wolper commented that we should partner with the school district to maximize price and that the economies of scale are not being realized which is not a fault of Mountain Rides. Mountain Rides has reached out in the past regarding this issue but not this year. Jason Miller stated that the BCSD has a tank on their property for their vehicles which is under a tight agreement with the city relative to property owners in the neighborhood and the concerns about access to a fuel tank on the property which ties it to just to the school district. Jason Miller and Rod Domke had a conversation with Valley Co-op last year and they charge a convenience fee for bulk delivery. Valley Co-op said we would see better prices using their stations. Ben Varner said he would look into a government partnership for 2017 and include the cities as well. Steve Wolper said there could be a “Blaine County fuel purchase.” Jane Conard asked if it was standard to offer only a yearlong contract or can we do a 6 month contract? Ben Varner said that no one is guaranteeing the pricing on any given day. The companies give us a discount off the daily price. The yearlong process is an internal process developed over time. Mark Gilbert stated that we really weren’t getting bids at all. If we are getting bids could we structure it so that they compete with each other and give us the fuel index plus cents on top of that? Wendy stated that we are usually getting about 3 bids: United Oil, Associated petroleum and Sinclair

Oil has been in the mix in the past. We buy all our fuel through a card lock system and the provider has both unleaded and diesel fuel. The card lock system has to provide fuel at multiple locations. We need to fuel in Ketchum, Hailey and Bellevue in addition to our vanpool requirements which is Gooding, Shoshone and Twin Falls. Mark Gilbert stated that there is a bid document which is set up by "Index plus cents" which is common in the transit industry. Mark Gilbert stated we need to sharpen our pencils in terms of our bidding methodology and try to look for savings in the manner that Director Wolper mentioned but also a bidding scheme that requires bidders to compete. Larger transit districts would have fuel delivered. Mark Gilbert stated that a possibility would be to fuel delivered to us and have agencies come to us. Right now we are locking ourselves in to a vendor for a year with no guarantee that they are a low cost supplier which is risky. Steve Wolper is not criticizing the process but going forward there ought to be a way to aggregate diesel purchases in Blaine County. Jason Miller stated that by not taking action today we could go and do a little research for this year. Michael David said one of our funding partners has a connection to Sinclair Oil. Sinclair Oil is always invited to bid but they don't choose to bid. Wendy stated that when we changed vendors from United Oil to Associated Petroleum we saw our pricing go dramatically down. Wendy checks fuel prices on a regular basis by having drivers turn in receipts and check the bill. **Jane Conard moved table this item until the next meeting to allow staff to do some more research. Michael David seconded and the substitute motion passed unanimously**

c. Action item:

Approve declaration pf 2 vans and 2 buses as surplus property

Ben Varner stated that vehicles 10 and 11 have outlived their useful life as well as 1 commuter van and one Toyota support vehicle. We would like someone to come and take them off our hands. The commuter van is in good shape but has out lived its useful life with MRTA. Ben Varner stated there is a small market for the Gillig. Steve Wolper asked if there was a possibility to donate to the fire department as a last ditch effort. Ben Varner said he would love to have one for the fire department. **Joe Miczulski made a motion to approve the surplussing of 4 vehicles owned by MRTA.** Jason Miller stated that we do not stock engines and these engines are out of date for the vehicles that we have. **Jane Conard seconded. The motion passed unanimously.** Jason Miller thanked Dales Bates for the donation of the Toyota van many, many years ago when KART and Peak bus were coming together. It has served us well.

Steve Wolper left at 1:30pm.

d. Discussion item:

Update on south valley facility including September change order report

Mark Gilbert made a tour of the facility the day before. He made a suggestion to have it plumbed for solar power for the future but it is not in the current project budget. Jason Miller stated that we are doing well relative to contingency. Ben Varner showed recent photos of the facility. Ben Varner researched the issue of the Idaho Power hook-up. Back when the Southern Belle property was being developed, Bellevue didn't require anything but sewer and water. It was clear that it was owner responsibility for utility hook-up. It was not communicated that we would have to hook up the power.

e. Discussion item:

Report on recent American Public Transportation Assoc. conference

Mark Gilbert and Jason Miller attended the APTA annual conference. Mark Gilbert gave an update on the programs offered at the conference. One of the topics was regarding the “Economic impact” on operations. Jason Miller and Mark were able to meet with the president of Gillig and to try to arrange a meeting with the Crown family regarding the new hotel in Ketchum. There was also a meeting about a bill for Map-21 which we will get by December if at all. Mark also attended a program on sustainability and project delivery methods for construction projects. Jason Miller spoke of the “buzz” at the meetings were 3 things: technology and the role in public transit, Uber, Lift (TNC’s) transportation network companies, and Millennials and what it means for public transit. FTA is working on “Mobility on demand” which is a real shift in how to look at public transit; match a user with the right mode at the right time in real time. Battery electric is the new hot topic when it comes to buses. Within 5 years we could probably have an electric bus. A very useful session was on strategic planning. A good quote Jason liked: “Find a story that connects people to your passion and tell it over and over again.” Interesting closing session on demographics: millennial generation is larger than the baby boomers. This country will be determined by baby boomers economically and socially. There will be a major shift to people living in urban areas. Rural areas and colder climates will be going through some interesting changes. Millennials are choosing public transportation at greater levels than at any other time in the US. Another session on employee retention was very good, with agencies using employee evaluation 3 or 4 times a year. Mark Gilbert said we should look at our demographics going forward. Millennials are defined as 15-35 years of age.

5. Committee Reports

Planning & Marketing committee report for October from Chair Steve Wolper.

This report will go to the November meeting to be approved.

Finance & Performance committee report for October from Chair Joe Miczulski.

Susan McBryant was the only attendee. These meeting minutes are for reference only.

6. Staff reports

a. Dashboard performance reports for August 2015

b. Operations report – ridership numbers are higher than 2013 but not as much as 2014. We have several new drivers in training. Jim says: We need to entice drivers out of the SOVs and put their seats in our seats! Jim asked the questions as to whether millennials vote and Jason Miller stated that Millennials are less politically motivated.

c. Maintenance report – The focus is getting ready for the winter.

d. Marketing and Outreach report

e. Bike-Ped report – Kaz gave a report on the bike share program. More bikes were used on Ketchum than Hailey this year. Jason Miller had a meeting with Sobi and they have come around with more flexible ways for people to pay and deploy the bikes with employers. The bikes are working very well.

f. Business Manager report – We will be staying with Blue Cross for medical and dental.

g. Executive Director report – The survey has been an interesting and informative effort. Many people took the time to thank Mountain Rides. It makes Jason Miller very proud of our team.

Thank you to everyone who is here. It shows we are doing great work. The JPA is filed and signed by all the partners.

Mark Gilbert mentioned that they need to do Jason Miller's performance evaluation which Jason deferred until December. His evaluation will be under the new pay scale. Dave Patrie and Joe Miczulski will be on the committee for the evaluation.

7. Consent Calendar items

a. Approve minutes for September 16th regular board meeting. **Michael David moved to approve the September 16th minutes. Jane Conard seconded and the motion carried unanimously. Joe Miczulski abstained.**

b. Receive & File financials August 2015

Michael David moved to receive and file the financials. Jane Conard seconded, and the motion carried unanimously.

8. Adjournment

Jane Conard moved to adjourn the meeting at 2:47pm. Michael David seconded and the motion carried unanimously.

Chair Mark Gilbert



RECORDED

**REGULAR MEETING MINUTES
MOUNTAIN RIDES TRANSPORTATION AUTHORITY
Wednesday, November 18, 2015, 12:30 p.m.
Ketchum City Hall Meeting Room, Ketchum, Idaho**

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

PRESENT: Vice – chair David Patrie (Blaine County), Secretary Steve Wolper (At-Large), Joe Miczulski (Bellevue), Kristin Derrig (Ketchum), and Becki Keefer (Hailey)

ABSENT: Chair Mark Gilbert (Sun Valley), Michael David (Ketchum), and Jane Conard (Sun Valley)

ALSO Mountain Rides Executive Director Jason Miller

PRESENT: Mountain Rides Business Manager Wendy Crosby
Mountain Rides Operations Manager Jim Finch
Mountain Rides Maintenance Manager Ben Varner
Support Specialist Kim MacPherson
Ryan Thorne, *Idaho Mountain Express*

1. CALL TO ORDER

Vice – chair David Patrie called to order the meeting of Wednesday, November 18, 2015 at 12:35pm; Secretary Steve Wolper took roll and determined that a quorum was present.

2. COMMENTS FROM THE CHAIR AND BOARD MEMBER THOUGHTS

Dave Patrie welcomed Becki Keefer as the new board member for the City of Hailey.

3. Presentation to Susan McBryant recognizing for 5 years of service to Mountain Rides

Becki Keefer said she was honored to be on the board. Joe Miczulski expressed his thanks to Susan McBryant for her five years especially when she was chairman. Dave Patrie agreed. Dave expressed his thanks for everything Susan did. Mountain Rides is a better organization for it. Kristin is fairly new to the board but stated that she has been an inspiration and has learned a lot listening to Susan. Steve Wolper stated that Susan made him a better board member. Jason Miller presented Susan with a plaque. He appreciated her leadership and learned a lot from her. From the first time he met with Susan ten years ago, she stated that we didn't have a transportation problem. As a reluctant early supporter, she eventually came to be one of our biggest supporters. Jason read the plaque:

For her support of and dedication to high quality public transportation in Hailey and beyond, we recognize Susan McBryant for her outstanding service. Throughout her years on the board, Susan has been a vocal champion and unwavering advocate for Mountain Rides.

In her role as board chair and vice-chair, Susan was a trail blazer: leading the effort to locate the south valley facility, crafting a successful strategy to solidify fluctuating federal funding, carefully navigating staff and board turnover (Jason still owes you!), encouraging staff continuing education and supporting customer information technology. As a long-standing member of the finance committee, Susan helped guide the financial development of the organization, emphasizing concise financial reporting, and fostering a strong sense of stewardship for public funding.

Susan, you have left a tremendous legacy on the course of Mountain Rides. On behalf of the board, the staff and the community, we thank you!

Jason presented Susan with a Gold bus pass, his is #1 and she gets #2. Susan was very happy about the pass. Susan said she enjoyed being on the Mountain Rides board. It was really important to have safe and reliable transportation in our community. She thanked the members before her and while she was on the board: Peter Everett, Jim Jaquet and Curtis Kemp.

Jim Finch hit a brick wall when he was with Peak bus but eventually the brick wall was softened. Wendy Crosby stated that when she started five years ago, she and Susan were the only women in the organization. Wendy thanked her for leading the effort as now almost half the board and staff is women.

City of Hailey staff present was: Heather Dawson, Mary Cone, Robyn Crotty and Pat Bennett from the City of Ketchum.

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

There were none.

5. ACTION ITEMS AND DISCUSSION ITEMS

a. Action item:

Action to approve release of Invitation for Bid 2015-11-18 for unleaded and diesel fuel purchase via card lock system

Jason Miller gave a quick overview. The committee and staff are now using a standard index. Ben Varner stated that each company was giving us a different format, judging each company a little differently. There was no real standard so we did a lot of research. The “oil price info service” is the gold standard for oil and petroleum pricing nationally. Most of the fuel in the area regionally is most likely coming out of a distribution center in Burley. The Opis can get us a daily average of what is being paid for per gallon in Burley. We expect to get responses from our potential vendors based on that average price per gallon for that day plus some cents. To subscribe to this service would cost \$114 per month to monitor the price daily.

Joe Miczulski made a motion to approve release of Invitation for Bid 2015-11-18 for unleaded and diesel fuel purchase via card lock system. Steve Wolper seconded. The motion passed unanimously. Ben Varner said other vendors are amenable to this program. Jason

Miller said we are hopeful about the vendor's willingness to bid on this process. There are some unknowns with this process. Jason Miller said we could stay with our current vendor if we don't get any reasonable bids.

b. Action item:

Action to approve award of annual vehicle tire bid for calendar year 2016

Ben Varner stated historically that we have been doing a price sampling of tires similar to what we do with parts. This year Staff decided to do an informal bid and sent to Les Schwab, Commercial Tire in Twin Falls and Tire Factory. Les Schwab sent in a complete bid, Commercial Tire's bid was incomplete and Tire Factory declined to bid. Ben made the recommendation that we go with Les Schwab for six months. These bids are more than just about price, we asked for service after the sale. Jason Miller stated that we would like to get it aligned with our fiscal year. This will come back to the board in July 2016. This is a half year contract although it is not a formal contract and we won't be signing anything.

Joe Miczulski made a motion to approve the annual tire bid award for calendar year 2016. Kristin Derrig seconded. Joe Miczulski amended the motion to be a 180 day tire bid award to Les Schwab for calendar year 2016. Kristin Derrig seconded. The amount budgeted for this tire amount for 2016 will be \$37,000 so this is not to exceed \$18,500. **The motion passed unanimously.**

d. Discussion item:

Discussion of board and committee meeting day and time for 2016

Jason Miller said there was not a time that worked for everyone. The challenge for the staff would be for the Operations and Maintenance departments would be hard as they usually get to work at 6:00am. Mornings would be a challenge as there is so much that happens first thing in the morning. Becki Keefer said she was sensitive to Steve Wolper's work schedule and challenges as well as staff challenges. Joe is flexible enough to be available in the mornings if that is an option but midday is best. Afternoons are tough for Kristin to make but she can make mornings work. Steve said it wasn't his intention to move the meetings and said having midday meetings doesn't work for board members who have jobs but it also doesn't encourage public involvement. When he is working he will not be available to come to meetings. Dave Patrie said we have three options: no change, keep Wednesday and meet in the morning or meet on Thursday mornings.

6. Committee Reports

Planning & Marketing committee report for October from Chair Steve Wolper.

This report will go to the December meeting to be approved. (No meeting in November)

Finance & Performance committee report for November from Chair Joe Miczulski.

This report will go to the December meeting to be approved.

Steve Wolper asked about the whether we should think about some procedure so that it doesn't encumber two board members if they are the only ones there. Should we be able to cancel or postpone the meetings? Jason talked about possibly having fewer committee meetings, maybe 9 or 10 a year. These meetings should go on regardless of who can make the meetings. Maybe the committee meetings can be agenda driven. Wendy Crosby stated that the Finance meetings have been a roll-up-your-sleeves working meetings.

7. Staff reports

- a. Dashboard performance reports for September 2015 - Ridership is steady.
- b. Operations report – Jim Finch reported that the Hailey route is operating with a fare and there doesn't seem to be a decline in ridership. With the fare implementation with about \$30.00 per day which would put us on track for the \$6000 Hailey funding shortfall. We are training four new drivers and we on track for a good winter.
- c. Marketing and Outreach report – Kristin Derrig asked about the app and staff noted the implementation date to coincide with the funding availability. Nina Jonas promoted other forms of transportation in her newsletter. Kim MacPherson mentioned the late night Blue Route service. We will put something in the paper and will have some other outreach information.
- d. Bike-Ped report – Jason Miller mentioned the City of Hailey Main Street project with the Sonoran Institute.
- e. Maintenance report – Good news to report regarding the UTA buses, they arrived today.
- f. Business Manager report – the drivers are excited about the new buses. It has been a very busy 45 days. The auditors have been working in our offices. The south valley is looking good winding up and we hope to be in the building in January.
- g. Executive Director report – Jason is excited about the 5 year plan in progress. He would like to have the draft form out before Thanksgiving. There is a lot going on from the new schedule to new hires, all staff meeting being the best one ever and a testament to all the great work that everyone is doing.

8. Consent Calendar items

- a. Approve minutes for October 21st regular board meeting. **This will be moved to the December meeting for approval.**
- b. Receive & File financials September 2015
Joe Miczulski moved to receive and file the financials. Kristin Derrig seconded, and the motion carried unanimously.

9. Adjournment

Steve Wolper moved to adjourn the meeting at 1:46pm. Joe Miczulski seconded and the motion carried unanimously.

Vice – chair David Patrie

Mountain Rides Agenda Item Summary

Date:

12/16/2015

From:

Wendy Crosby

Subject:

7b. October 2015 financials

Background:

Oct. 2015- Operations Fund:

Revenues were above budget as a result of the additional 5316 and 5317 funds that were made available to us in FY2015. We are continuing to use these funds with an eye to ensuring that the 5311 funds are on track given that they are use-it-or-lose-it by the 9/30/2016 expiration.

Total Expenses for the month were below budget largely due to reduced vehicle maintenance costs. Payroll expense was slightly over-budget as we hired and began training new winter drivers. This is the first month in the new fiscal year, so expenses are in line with budget at this point.

Oct. 2015 Checks Issued:

Large (over \$2,500)/Unusual Items of note:

ICRMP- \$52,500- payment of first half of insurance premium

STO-Ebank- \$75,000- movement of funds into higher yielding account for cash management purposes

Gardner Corp- \$2,025- partial payment for painting of Ketchum facility

Wells Fargo- \$2,237.73- a little higher than normal due to payment of travel costs for Kim's trip to Atlanta for Routematch, and payment of vehicle maintenance costs and security cameras (reimbursed by Facilities Fund)

Nicole Brown- \$3,400.94- bus ad commissions; higher revenues due to contract renewals, therefore commissions were also higher

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Accrual Basis

MRTA - Operations Main
Checks Issued
As of October 31, 2015

Type	Date	Num	Name	Memo	Amount	Balance
11100 - Mountain West Checking						208,454.11
Bill Pmt -Check	10/01/2015	5205	ICRMP	Policy # 30A190301...	-52,500.00	155,954.11
Bill Pmt -Check	10/01/2015	5214	Virginia Rhinehart	Monthly Rent- 4171 ...	-2,000.00	153,954.11
Bill Pmt -Check	10/02/2015	ACH	idaho Power Acct#2221850114		-32.15	153,921.96
Deposit	10/02/2015			Deposit	3,110.00	157,031.96
Deposit	10/02/2015			Deposit	445.05	157,477.01
General Journal	10/05/2015	093126	100 Bus Routes:105 Down Vall...	bounced check- Zac...	-24.00	157,453.01
Deposit	10/06/2015		STO eBank	transfer cash mana...	-75,000.00	82,453.01
Deposit	10/06/2015			Deposit	7,185.92	89,638.93
Deposit	10/06/2015			Deposit	457.80	90,096.73
Deposit	10/06/2015			Deposit	350.00	90,446.73
Liability Check	10/07/2015		QuickBooks Payroll Service	Created by Payroll ...	-31,203.28	59,243.45
Bill Pmt -Check	10/07/2015	5217	Evans Plumbing, Inc.	MOURID	-156.31	59,087.14
Bill Pmt -Check	10/07/2015	5218	Jason Miller	expense reimburse...	-130.75	58,956.39
Bill Pmt -Check	10/07/2015	5219	St Luke's Clinic - Hailey	940000328	-216.00	58,740.39
Bill Pmt -Check	10/07/2015	5220	The Gardner Corporation	800 1st Ave N, Ketc...	-2,025.00	56,715.39
Bill Pmt -Check	10/07/2015	5221	Wood River Lock & Safe		-67.70	56,647.69
Bill Pmt -Check	10/07/2015	5222	Zilch Art & Design		-150.00	56,497.69
Bill Pmt -Check	10/07/2015	ACH	CenturyLink 208-726-7140 623B	208-726-1690 623B	-113.71	56,383.98
Paycheck	10/08/2015	DD	Aguilar, Hortencia	Direct Deposit	0.00	56,383.98
Paycheck	10/08/2015	DD	Conlago, Maira P.	Direct Deposit	0.00	56,383.98
Paycheck	10/08/2015	DD	Djasran JR, Johnny	Direct Deposit	0.00	56,383.98
Paycheck	10/08/2015	DD	Ellsworth, Bryson D	Direct Deposit	0.00	56,383.98
Paycheck	10/08/2015	DD	Finch, James F	Direct Deposit	0.00	56,383.98
Paycheck	10/08/2015	DD	Garcia-Izarraras, Gerardo	Direct Deposit	0.00	56,383.98
Paycheck	10/08/2015	DD	Gray, Stuart	Direct Deposit	0.00	56,383.98
Paycheck	10/08/2015	DD	Grubbs, Torrey E	Direct Deposit	0.00	56,383.98
Paycheck	10/08/2015	DD	Johnson, Mark F	Direct Deposit	0.00	56,383.98
Paycheck	10/08/2015	DD	Kelly, David W	Direct Deposit	0.00	56,383.98
Paycheck	10/08/2015	DD	Kirkpatrick, Wendy J	Direct Deposit	0.00	56,383.98
Paycheck	10/08/2015	DD	Knudson, Michael W	Direct Deposit	0.00	56,383.98
Paycheck	10/08/2015	DD	Leon, Teofilo O	Direct Deposit	0.00	56,383.98
Paycheck	10/08/2015	DD	MacPherson, Kim	Direct Deposit	0.00	56,383.98
Paycheck	10/08/2015	DD	Miller, Jason M	Direct Deposit	0.00	56,383.98
Paycheck	10/08/2015	DD	Nestor, Robert A	Direct Deposit	0.00	56,383.98
Paycheck	10/08/2015	DD	Romero-Campos, Raul	Direct Deposit	0.00	56,383.98
Paycheck	10/08/2015	DD	Smith, Scott A	Direct Deposit	0.00	56,383.98
Paycheck	10/08/2015	DD	Sproule, William	Direct Deposit	0.00	56,383.98
Paycheck	10/08/2015	DD	Tellez, Carlos	Direct Deposit	0.00	56,383.98
Paycheck	10/08/2015	DD	Thea, Karen J	Direct Deposit	0.00	56,383.98
Paycheck	10/08/2015	DD	Torres, April L	Direct Deposit	0.00	56,383.98
Paycheck	10/08/2015	DD	Uberuaga, Richard S	Direct Deposit	0.00	56,383.98
Paycheck	10/08/2015	DD	Varnier, Benjamin N	Direct Deposit	0.00	56,383.98
Paycheck	10/08/2015	DD	Vasquez, Pamela	Direct Deposit	0.00	56,383.98
Paycheck	10/08/2015	DD	Victorino, Jose L	Direct Deposit	0.00	56,383.98
Paycheck	10/08/2015	DD	Williams-Mehra, Colleen	Direct Deposit	0.00	56,383.98
Liability Check	10/08/2015	5215	Idaho Child Support Receipting	326231	-200.77	56,183.21
Liability Check	10/08/2015	5216	National Benefit Services, LLC	Mountain Rides FSA	-516.91	55,666.30
Bill Pmt -Check	10/08/2015	5223	Copy & Print		-66.98	55,599.32

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Accrual Basis

MRTA - Operations Main
Checks Issued
As of October 31, 2015

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	10/08/2015	5224	United Oil		-209.55	55,389.77
Bill Pmt -Check	10/08/2015	5225	Zee Medical Inc.		-272.80	55,116.97
Bill Pmt -Check	10/08/2015	5226	NAPA Auto Parts		-776.74	54,340.23
Bill Pmt -Check	10/08/2015	5227	Window Welder Inc.		-60.00	54,280.23
Bill Pmt -Check	10/08/2015	5228	Alsco		-268.91	54,011.32
Bill Pmt -Check	10/08/2015	5229	River Run Auto Parts, Inc.		-34.37	53,976.95
Bill Pmt -Check	10/08/2015	5230	Rush Truck Centers		-310.73	53,666.22
Bill Pmt -Check	10/08/2015	5231	Northwest Equipment Sales, Inc.		-393.61	53,272.61
Bill Pmt -Check	10/08/2015	5232	Lutz Rental		-23.49	53,249.12
Bill Pmt -Check	10/08/2015	5233	GEM State Paper & Supply Co.		-500.17	52,748.95
Bill Pmt -Check	10/08/2015	5234	Gillig LLC	36869600	-1,160.32	51,588.63
Bill Pmt -Check	10/08/2015	5235	Les Schwab	117-00888	-902.70	50,685.93
Bill Pmt -Check	10/08/2015	5236	Certified Folder Display Service...	14-0086946	-76.00	50,609.93
Bill Pmt -Check	10/08/2015	ACH	Intermtn Gas Co #525 140 300...	#525 140 3000 7	-2.06	50,607.87
Bill Pmt -Check	10/08/2015	ACH	Intermtn Gas Co #826 580 300...	#826 580 3000 0	-37.78	50,570.09
Bill Pmt -Check	10/08/2015	5237	National Benefit Services, LLC		-138.00	50,432.09
Bill Pmt -Check	10/08/2015	5238	Professional Roofing		-430.00	50,002.09
Bill Pmt -Check	10/08/2015	5239	Silver Creek Ford formerly Sawt...		-165.22	49,836.87
Bill Pmt -Check	10/08/2015	5240	UPS Store - 2444 (Ketchum)		-19.06	49,817.81
Bill Pmt -Check	10/08/2015	5241	Freightliner of Idaho		-1,351.95	48,465.86
Bill Pmt -Check	10/08/2015	5242	Associated Petroleum Products...		-7,824.44	40,641.42
Bill Pmt -Check	10/08/2015	5243	AC Houston Lumber Company	16203-1	-42.50	40,598.92
Bill Pmt -Check	10/08/2015	5244	Atkinsons' Grocery		-38.80	40,560.12
Bill Pmt -Check	10/08/2015	5245	Clear Creek Disposal	1327	-663.38	39,896.74
Bill Pmt -Check	10/08/2015	5246	Cross Valley Cleaning LLC		-161.37	39,735.37
Bill Pmt -Check	10/08/2015	5247	Express Publishing Inc.		-451.06	39,284.31
Bill Pmt -Check	10/08/2015	5248	Greyhound Design		-35.00	39,249.31
Deposit	10/08/2015			Deposit	1,260.00	40,509.31
Liability Check	10/09/2015	E-pay	United States Treasury	82-0382250 QB Tra...	-10,046.30	30,463.01
Deposit	10/09/2015			Deposit	34,310.00	64,773.01
Deposit	10/09/2015			Deposit	180.00	64,953.01
Deposit	10/09/2015			Deposit	512.45	65,465.46
Bill Pmt -Check	10/12/2015	5249	Business As Usual		-184.28	65,281.18
Bill Pmt -Check	10/12/2015	5250	Chateau Drug & True Value Ha...		-63.36	65,217.82
Bill Pmt -Check	10/12/2015	5251	City of Ketchum		-793.09	64,424.73
Bill Pmt -Check	10/12/2015	5252	Johnny G's Sub Shack		-115.02	64,309.71
Bill Pmt -Check	10/12/2015	5253	Ketchum Computers, Inc.		-201.25	64,108.46
Deposit	10/12/2015			Deposit	46,851.67	110,960.13
Deposit	10/15/2015			Deposit	404.25	111,364.38
Deposit	10/15/2015			Deposit	642.20	112,006.58
Bill Pmt -Check	10/19/2015	5254	Access Idaho		-18.00	111,988.58
Bill Pmt -Check	10/19/2015	5255	Jim Finch	expense reimburse...	-45.00	111,943.58
Bill Pmt -Check	10/19/2015	5256	Minert & Associates, Inc.		-45.00	111,898.58
Bill Pmt -Check	10/19/2015	5257	Southern Belle Buisness Park ...		-125.00	111,773.58
Bill Pmt -Check	10/19/2015	5258	Wells Fargo		-2,237.73	109,535.85
Bill Pmt -Check	10/19/2015	5259	White Cloud Communications I...		-288.00	109,247.85
Deposit	10/19/2015			Deposit	3,212.50	112,460.35
Deposit	10/19/2015			Deposit	968.10	113,428.45
Liability Check	10/20/2015	TAP	Idaho State Tax Commission	000186434	-3,348.00	110,080.45

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Accrual Basis

MRTA - Operations Main
Checks Issued
As of October 31, 2015

Type	Date	Num	Name	Memo	Amount	Balance
Liability Check	10/21/2015		QuickBooks Payroll Service	Created by Payroll ...	-30,300.71	79,779.74
Bill Pmt -Check	10/21/2015	ACH	City of Hailey	40205001	-66.57	79,713.17
Bill Pmt -Check	10/21/2015	ACH	Verizon Wireless	942013229	-413.38	79,299.79
Deposit	10/21/2015			Deposit	425.00	79,724.79
Paycheck	10/22/2015	DD	Aguilar, Hortencia	Direct Deposit	0.00	79,724.79
Paycheck	10/22/2015	DD	Conlago, Maira P.	Direct Deposit	0.00	79,724.79
Paycheck	10/22/2015	DD	Djasran JR, Johnny	Direct Deposit	0.00	79,724.79
Paycheck	10/22/2015	DD	Ellsworth, Bryson D	Direct Deposit	0.00	79,724.79
Paycheck	10/22/2015	DD	Finch, James F	Direct Deposit	0.00	79,724.79
Paycheck	10/22/2015	DD	Garcia-Izarraras, Gerardo	Direct Deposit	0.00	79,724.79
Paycheck	10/22/2015	DD	Gray, Stuart	Direct Deposit	0.00	79,724.79
Paycheck	10/22/2015	DD	Johnson, Mark F	Direct Deposit	0.00	79,724.79
Paycheck	10/22/2015	DD	Kelly, David W	Direct Deposit	0.00	79,724.79
Paycheck	10/22/2015	DD	Kirkpatrick, Wendy J	Direct Deposit	0.00	79,724.79
Paycheck	10/22/2015	DD	Knudson, Michael W	Direct Deposit	0.00	79,724.79
Paycheck	10/22/2015	DD	Leon, Teofilo O	Direct Deposit	0.00	79,724.79
Paycheck	10/22/2015	DD	MacPherson, Kim	Direct Deposit	0.00	79,724.79
Paycheck	10/22/2015	DD	Miller, Jason M	Direct Deposit	0.00	79,724.79
Paycheck	10/22/2015	DD	Nestor, Robert A	Direct Deposit	0.00	79,724.79
Paycheck	10/22/2015	DD	Romero-Campos, Raul	Direct Deposit	0.00	79,724.79
Paycheck	10/22/2015	DD	Smith, Scott A	Direct Deposit	0.00	79,724.79
Paycheck	10/22/2015	DD	Spalding, Richard L	Direct Deposit	0.00	79,724.79
Paycheck	10/22/2015	DD	Sproule, William	Direct Deposit	0.00	79,724.79
Paycheck	10/22/2015	DD	Tellez, Carlos	Direct Deposit	0.00	79,724.79
Paycheck	10/22/2015	DD	Thea, Karen J	Direct Deposit	0.00	79,724.79
Paycheck	10/22/2015	DD	Torres, April L	Direct Deposit	0.00	79,724.79
Paycheck	10/22/2015	DD	Uberuaga, Richard S	Direct Deposit	0.00	79,724.79
Paycheck	10/22/2015	DD	Varnier, Benjamin N	Direct Deposit	0.00	79,724.79
Paycheck	10/22/2015	DD	Vasquez, Pamela	Direct Deposit	0.00	79,724.79
Paycheck	10/22/2015	DD	Victorino, Jose L	Direct Deposit	0.00	79,724.79
Paycheck	10/22/2015	DD	Williams-Mehra, Colleen	Direct Deposit	0.00	79,724.79
Liability Check	10/22/2015	5260	Idaho Child Support Receipting	326231	-200.76	79,524.03
Liability Check	10/22/2015	5261	National Benefit Services, LLC	Mountain Rides FSA	-516.91	79,007.12
Deposit	10/22/2015			Deposit	10,892.74	89,899.86
Deposit	10/22/2015			Deposit	265.00	90,164.86
Liability Check	10/23/2015	E-pay	United States Treasury	82-0382250 QB Tra...	-9,772.16	80,392.70
Deposit	10/26/2015			Deposit	681.95	81,074.65
Deposit	10/27/2015			Deposit	218.11	81,292.76
Deposit	10/27/2015			Deposit	50.00	81,342.76
Bill Pmt -Check	10/27/2015	5264	Allstar Property Services, Inc.		-1,153.25	80,189.51
Bill Pmt -Check	10/27/2015	5265	American Funds	plan ID BRK100102	-250.00	79,939.51
Bill Pmt -Check	10/27/2015	5266	Associated Petroleum Products...		-7,051.82	72,887.69
Bill Pmt -Check	10/27/2015	5267	Gem State Welders Supply Inc.		-115.96	72,771.73
Bill Pmt -Check	10/27/2015	5268	Integrated Technologies		-133.82	72,637.91
Bill Pmt -Check	10/27/2015	5269	Lost in Translation		-110.50	72,527.41
Bill Pmt -Check	10/27/2015	5270	Quality Tool Connection Inc.	48	-72.95	72,454.46
Bill Pmt -Check	10/27/2015	5271	St Luke's Clinic - Hailey	940000328	-80.00	72,374.46
Bill Pmt -Check	10/27/2015	ACH	Idaho Power Acct.#2204640144		-44.43	72,330.03
Deposit	10/27/2015			Deposit	3,060.50	75,390.53

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Accrual Basis

MRTA - Operations Main
Checks Issued
As of October 31, 2015

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	10/27/2015			Deposit	55.00	75,445.53
Deposit	10/29/2015			Deposit	149.29	75,594.82
Deposit	10/29/2015			Deposit	499.76	76,094.58
Bill Pmt -Check	10/29/2015	ACH	Idaho Power Acc#2204788885		-269.28	75,825.30
Bill Pmt -Check	10/29/2015	ACH	CenturyLink 208-726-7140 623B	208-726-1690 623B	-113.56	75,711.74
Bill Pmt -Check	10/29/2015	ACH	Cox Communications	001-2401-205184001	-33.76	75,677.98
Bill Pmt -Check	10/29/2015	ACH	idaho Power Acct#2221850114		-27.96	75,650.02
Bill Pmt -Check	10/29/2015	5272	Kim MacPherson'	expense reimburse...	-76.87	75,573.15
Bill Pmt -Check	10/29/2015	5273	Nicole Brown		-3,400.94	72,172.21
Bill Pmt -Check	10/29/2015	5274	Wendy Crosby	expense reimburse...	-180.60	71,991.61
Deposit	10/29/2015			Deposit	373.15	72,364.76
Liability Check	10/30/2015	ACH	Idaho Department of Labor	0001211374	-3,451.83	68,912.93
Deposit	10/30/2015			Deposit	154.09	69,067.02
Deposit	10/30/2015			Deposit	1,666.66	70,733.68
Deposit	10/30/2015			Deposit	1,780.00	72,513.68
Deposit	10/30/2015			Deposit	86.00	72,599.68
Deposit	10/30/2015			Deposit	984.30	73,583.98
Liability Check	10/31/2015	ACH	Aflac	DQR88	-456.36	73,127.62
Liability Check	10/31/2015	5262	Blue Cross of Idaho	10034150-R001	-1,357.74	71,769.88
Liability Check	10/31/2015	5263	Blue Cross of Idaho	10034150-R001	-14,903.04	56,866.84
Deposit	10/31/2015			Interest	3.07	56,869.91
Total 11100 - Mountain West Checking					-151,584.20	56,869.91
TOTAL					-151,584.20	56,869.91

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

12/16/15 Date

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Accrual Basis

MRTA - Operations Main
Revenue & Expenditures Budget Performance
October 2015

	Oct 15	Budget	% of Budget	Oct 15	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense							
Income							
41000 · Federal Funding							
41200 · Federal - 5311	78,952.00	75,000.00	105.3%	78,952.00	75,000.00	105.3%	975,000.00
41300 · Federal - 5316	9,434.00	8,000.00	117.9%	9,434.00	8,000.00	117.9%	8,000.00
41400 · Federal - 5317	7,483.00	5,000.00	149.7%	7,483.00	5,000.00	149.7%	48,000.00
41600 · Federal - SRTS	0.00	0.00	0.0%	0.00	0.00	0.0%	15,000.00
Total 41000 · Federal Funding	95,869.00	88,000.00	108.9%	95,869.00	88,000.00	108.9%	1,046,000.00
42000 · State Funding							
42400 · State - Training	-3.50	2,000.00	-0.2%	-3.50	2,000.00	-0.2%	5,000.00
Total 42000 · State Funding	-3.50	2,000.00	-0.2%	-3.50	2,000.00	-0.2%	5,000.00
43000 · Local Funding							
43100 · Local - Ketchum	39,666.67	39,666.67	100.0%	39,666.67	39,666.67	100.0%	476,000.00
43200 · Local - Hailey	4,816.67	4,816.67	100.0%	4,816.67	4,816.67	100.0%	57,800.00
43300 · Local - Bellevue	1,700.00	1,700.00	100.0%	1,700.00	1,700.00	100.0%	1,700.00
43400 · Local - Blaine County	8,570.83	8,570.83	100.0%	8,570.83	8,570.83	100.0%	102,850.00
43500 · Local - Sun Valley	18,770.84	18,770.83	100.0%	18,770.84	18,770.83	100.0%	225,250.00
43600 · Local - Sun Valley Company	0.00	0.00	0.0%	0.00	0.00	0.0%	153,000.00
Total 43000 · Local Funding	73,525.01	73,525.00	100.0%	73,525.01	73,525.00	100.0%	1,016,600.00
44000 · Fares							
44100 · Fares - Valley Cash	5,065.00	5,000.00	101.3%	5,065.00	5,000.00	101.3%	85,000.00
44200 · Fares - Valley Passes	21,876.75	23,000.00	95.1%	21,876.75	23,000.00	95.1%	155,000.00
44300 · Fares - Vanpool	18,047.58	18,000.00	100.3%	18,047.58	18,000.00	100.3%	130,000.00
44400 · Fares - ADA	86.00	83.33	103.2%	86.00	83.33	103.2%	1,000.00
Total 44000 · Fares	45,075.33	46,083.33	97.8%	45,075.33	46,083.33	97.8%	371,000.00
45000 · Revenue							
45100 · Rev - Advertising	7,721.87	7,500.00	103.0%	7,721.87	7,500.00	103.0%	65,000.00
45500 · Rev - Charter/Special Event	3,120.00	3,000.00	104.0%	3,120.00	3,000.00	104.0%	17,500.00
45600 · Rev - Bike Share- Bike Swap	404.09	400.00	101.0%	404.09	400.00	101.0%	5,000.00
Total 45000 · Revenue	11,245.96	10,900.00	103.2%	11,245.96	10,900.00	103.2%	87,500.00
47000 · Private Donations							
47100 · Priv. Donation - Foundations	0.00	0.00	0.0%	0.00	0.00	0.0%	500.00
Total 47000 · Private Donations	0.00	0.00	0.0%	0.00	0.00	0.0%	500.00
48000 · Transfers							
48400 · Transfer - Housing Fund	1,666.66	1,666.67	100.0%	1,666.66	1,666.67	100.0%	20,000.00
Total 48000 · Transfers	1,666.66	1,666.67	100.0%	1,666.66	1,666.67	100.0%	20,000.00
49000 · Interest Income	26.52	10.00	265.2%	26.52	10.00	265.2%	100.00
49500 · Diesel Tax Refunds	0.00	0.00	0.0%	0.00	0.00	0.0%	20,000.00
49800 · Excess Operating Funds	0.00	0.00	0.0%	0.00	0.00	0.0%	50,000.00
Total Income	227,404.98	222,185.00	102.3%	227,404.98	222,185.00	102.3%	2,616,700.00
Gross Profit	227,404.98	222,185.00	102.3%	227,404.98	222,185.00	102.3%	2,616,700.00
Expense							
51000 · Payroll Expenses							
51100 · Salaries and Wages	83,844.87	85,000.00	98.6%	83,844.87	85,000.00	98.6%	1,281,020.00
51300 · FICA Expense	4,911.97	5,000.00	98.2%	4,911.97	5,000.00	98.2%	75,000.00
51350 · Medicare Tax Expense	1,148.76	1,470.00	78.1%	1,148.76	1,470.00	78.1%	18,000.00
51400 · Retirement Plan Expenses	8,612.04	2,200.00	391.5%	8,612.04	2,200.00	391.5%	93,000.00
51500 · Workers Comp Expense	0.00	0.00	0.0%	0.00	0.00	0.0%	45,000.00
51600 · SUI Expense	718.45	1,400.00	51.3%	718.45	1,400.00	51.3%	20,000.00
51700 · Medical Ins. Expense	11,989.14	13,000.00	92.2%	11,989.14	13,000.00	92.2%	156,380.00
51800 · Dental Ins. Expense	1,003.90	1,100.00	91.3%	1,003.90	1,100.00	91.3%	13,000.00

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11/30/15

Accrual Basis

MRTA - Operations Main
Revenue & Expenditures Budget Performance
October 2015

	Oct 15	Budget	% of Budget		Oct 15	YTD Budget	% of Budget	Annual Budget
51975 · Employee Assistance expense	0.00	400.00	0.0%		0.00	400.00	0.0%	5,000.00
51000 · Payroll Expenses - Other	100.50	166.67	60.3%		100.50	166.67	60.3%	2,000.00
Total 51000 · Payroll Expenses	112,329.63	109,736.67	102.4%		112,329.63	109,736.67	102.4%	1,708,400.00
52000 · Insurance Expense								
52100 · Ins. - Vehicles	8,750.00	8,750.00	100.0%		8,750.00	8,750.00	100.0%	105,000.00
52150 · Ins- Deductibles/claims	0.00	0.00	0.0%		0.00	0.00	0.0%	6,000.00
Total 52000 · Insurance Expense	8,750.00	8,750.00	100.0%		8,750.00	8,750.00	100.0%	111,000.00
53000 · Professional Fees								
53100 · Accounting & Audit	0.00	0.00	0.0%		0.00	0.00	0.0%	9,000.00
53200 · IT Systems	370.00	1,250.00	29.6%		370.00	1,250.00	29.6%	15,000.00
53400 · Legal Fees	0.00	625.00	0.0%		0.00	625.00	0.0%	7,500.00
53450 · Planning/ Design	0.00	0.00	0.0%		0.00	0.00	0.0%	1,500.00
53500 · Other Professional Fees	582.00	500.00	116.4%		582.00	500.00	116.4%	8,000.00
Total 53000 · Professional Fees	952.00	2,375.00	40.1%		952.00	2,375.00	40.1%	41,000.00
54000 · Equipment/ Tool Expense								
54100 · Shop Equipment expense	0.00	0.00	0.0%		0.00	0.00	0.0%	12,000.00
54200 · Shop Tools	288.68	300.00	96.2%		288.68	300.00	96.2%	4,000.00
54300 · Office Equipment	0.00	250.00	0.0%		0.00	250.00	0.0%	3,000.00
Total 54000 · Equipment/ Tool Expense	288.68	550.00	52.5%		288.68	550.00	52.5%	19,000.00
55000 · Rent and Utilities								
55100 · Rent	2,000.00	2,000.00	100.0%		2,000.00	2,000.00	100.0%	13,500.00
55200 · Utilities	1,436.27	1,500.00	95.8%		1,436.27	1,500.00	95.8%	18,000.00
Total 55000 · Rent and Utilities	3,436.27	3,500.00	98.2%		3,436.27	3,500.00	98.2%	31,500.00
56000 · Supplies								
56100 · Office Supplies	40.00	350.00	11.4%		40.00	350.00	11.4%	2,000.00
56200 · Janitorial & Safety Supplies	1,188.30	1,200.00	99.0%		1,188.30	1,200.00	99.0%	5,000.00
56300 · Department Supplies	181.02	625.00	29.0%		181.02	625.00	29.0%	7,500.00
56400 · Uniforms	131.52	200.00	65.8%		131.52	200.00	65.8%	6,500.00
56500 · Postage and Delivery	11.22	75.00	15.0%		11.22	75.00	15.0%	900.00
Total 56000 · Supplies	1,552.06	2,450.00	63.3%		1,552.06	2,450.00	63.3%	21,900.00
57000 · Repairs and Maintenance								
57100 · Equipment Repairs/Maintenance	50.00	208.33	24.0%		50.00	208.33	24.0%	2,500.00
57200 · Building Repairs/Maintenance	2,181.31	2,000.00	109.1%		2,181.31	2,000.00	109.1%	12,000.00
57250 · Bus Stop Repairs/Maint	0.00	1,000.00	0.0%		0.00	1,000.00	0.0%	9,000.00
57300 · Grounds Repairs/Maintenance	70.63	100.00	70.6%		70.63	100.00	70.6%	2,500.00
57400 · Bike Share Repairs/Maintenance	0.00	0.00	0.0%		0.00	0.00	0.0%	3,000.00
57500 · Janitorial Services	1,335.25	1,300.00	102.7%		1,335.25	1,300.00	102.7%	2,500.00
Total 57000 · Repairs and Maintenance	3,637.19	4,608.33	78.9%		3,637.19	4,608.33	78.9%	31,500.00
58000 · Communications Expense								
58100 · Office Phone Expense	281.47	300.00	93.8%		281.47	300.00	93.8%	4,500.00
58200 · Cell & Two-Way Mobile	866.38	800.00	108.3%		866.38	800.00	108.3%	10,000.00
58300 · Internet/Website	206.26	250.00	82.5%		206.26	250.00	82.5%	3,000.00
Total 58000 · Communications Expense	1,354.11	1,350.00	100.3%		1,354.11	1,350.00	100.3%	17,500.00
59000 · Travel and Training								
59100 · Vehicle/Airfare	1,714.87	1,750.00	98.0%		1,714.87	1,750.00	98.0%	4,000.00
59200 · Lodging	2,273.77	2,200.00	103.4%		2,273.77	2,200.00	103.4%	2,500.00
59300 · Food/Meals/Entertainment	166.45	200.00	83.2%		166.45	200.00	83.2%	5,000.00
59400 · Training/Education	0.00	166.67	0.0%		0.00	166.67	0.0%	2,000.00
59500 · Safety Curriculum	0.00	0.00	0.0%		0.00	0.00	0.0%	10,500.00
Total 59000 · Travel and Training	4,155.09	4,316.67	96.3%		4,155.09	4,316.67	96.3%	24,000.00

MRTA - Operations Main
Revenue & Expenditures Budget Performance
October 2015

	Oct 15	Budget	% of Budget	Oct 15	YTD Budget	% of Budget	Annual Budget
60000 · Business Expenses							
60400 · Dues & Subscriptions	837.70	850.00	98.6%	837.70	850.00	98.6%	5,000.00
60500 · Bank Fees	16.84	41.67	40.4%	16.84	41.67	40.4%	500.00
60700 · Bad Debt	20.00	0.00	100.0%	20.00	0.00	100.0%	0.00
Total 60000 · Business Expenses	874.54	891.67	98.1%	874.54	891.67	98.1%	5,500.00
61000 · Advertising							
61100 · Print Advertising	394.07	500.00	78.8%	394.07	500.00	78.8%	10,000.00
61200 · Radio Advertising	0.00	0.00	0.0%	0.00	0.00	0.0%	2,000.00
61300 · Online Advertising	40.00	125.00	32.0%	40.00	125.00	32.0%	1,500.00
61400 · Vehicle Graphics	0.00	0.00	0.0%	0.00	0.00	0.0%	5,000.00
61500 · Bus. Adv. Contract	3,400.94	3,000.00	113.4%	3,400.94	3,000.00	113.4%	15,000.00
Total 61000 · Advertising	3,835.01	3,625.00	105.8%	3,835.01	3,625.00	105.8%	33,500.00
62000 · Marketing and Promotion							
62100 · Info. Displays-Stop Signage	76.00	300.00	25.3%	76.00	300.00	25.3%	4,000.00
62200 · Graphic Design	1,450.00	1,500.00	96.7%	1,450.00	1,500.00	96.7%	4,000.00
62300 · Promotional Items	0.00	0.00	0.0%	0.00	0.00	0.0%	3,000.00
62400 · Customer Events and Misc.	24.00	25.00	96.0%	24.00	25.00	96.0%	3,500.00
62500 · Staff Appreciation/ Events	-190.03	0.00	100.0%	-190.03	0.00	100.0%	500.00
Total 62000 · Marketing and Promotion	1,359.97	1,825.00	74.5%	1,359.97	1,825.00	74.5%	15,000.00
63000 · Printing and Reproduction							
63100 · Copies, Passes & Flyers	330.96	350.00	94.6%	330.96	350.00	94.6%	2,500.00
63200 · Schedules, Maps & Brochures	0.00	0.00	0.0%	0.00	0.00	0.0%	10,000.00
Total 63000 · Printing and Reproduction	330.96	350.00	94.6%	330.96	350.00	94.6%	12,500.00
64000 · Fuel Expense	14,619.84	15,000.00	97.5%	14,619.84	15,000.00	97.5%	300,425.00
65000 · Vehicle Maintenance							
65100 · Parts Expense	6,419.16	9,706.25	66.1%	6,419.16	9,706.25	66.1%	116,475.00
65200 · Fluids Expense	1,180.35	1,416.67	83.3%	1,180.35	1,416.67	83.3%	17,000.00
65300 · Tires Expense	4,248.05	4,500.00	94.4%	4,248.05	4,500.00	94.4%	38,000.00
65400 · Purchased Services	1,934.11	2,000.00	96.7%	1,934.11	2,000.00	96.7%	10,500.00
65500 · Vehicle Computer/Diagnostic	0.00	166.67	0.0%	0.00	166.67	0.0%	2,000.00
Total 65000 · Vehicle Maintenance	13,781.67	17,789.59	77.5%	13,781.67	17,789.59	77.5%	183,975.00
69500 · Contingency Expense-Operations	5,000.00	5,000.00	100.0%	5,000.00	5,000.00	100.0%	60,000.00
Total Expense	176,257.02	182,117.93	96.8%	176,257.02	182,117.93	96.8%	2,616,700.00
Net Ordinary Income	51,147.96	40,067.07	127.7%	51,147.96	40,067.07	127.7%	0.00
Net Income	51,147.96	40,067.07	127.7%	51,147.96	40,067.07	127.7%	0.00